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Nagaraj

GOVERNOR'S SECRETARIAT
8 JUN 89
TAMIL NADU

Personnel and Administrative
Reforms Department
Tamil Nadu

The Secretariat
Office Manual

Revised Edition

(Corrected up to 30th April 1988)

GOVERNOR'S SECRETARIAT
8 JUN 1990
TAMIL NADU

PREFACE

The first edition of the Secretariat Office Manual was brought out in 1939. After the coming into force of the Constitution of India, the Manual was revised in 1954, reprinted in 1960 and further revised in 1976. Amendments to the Manual are being issued from time to time and it has therefore become necessary to bring out a comprehensive and up-to-date issue of the Manual to meet the needs of the Secretariat staff and officers. All amendments issued to the Secretariat Office Manual up to 30th April 1988 and the modifications that were found necessary to bring it up-to-date, have been incorporated in this revised edition.

2. It is hoped that the revised edition will be useful to the new entrants to the Secretariat as a guide to office procedure but will be equally useful as a book of reference to the other Secretariat Officers and staff.

3. All amendments to the Secretariat Office Manual will be issued in the Personnel and Administrative Reforms Department. Errors and omissions, if any, noticed should be brought to the notice of the Personnel and Administrative Reforms Department for necessary action.

MADRAS-600 009,
Dated the 1st *June* 1988.

M. M. RAJENDRAN,
Chief Secretary to Government.

(A.Group) 126E-18—1

THE SECRETARIAT OFFICE MANUAL.

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THE TAMIL NADU SECRETARIAT OFFICE MANUAL.

CHAPTER I.

THE SECRETARIAT ORGANISATION.

1. *The Tamil Nadu Government.*—The executive power of the State is vested in the Governor and is exercised by him, either directly or through officers subordinate to him in accordance with the Constitution of India. There is a Council of Ministers with the Chief Minister at the head to aid and advise the Governor in the exercise of his functions, except in so far as he is by or under the Constitution required to exercise his functions or any of them in his discretion.

2. *The Ministers.*—The allocation of the business of the Government among Ministers is made by the Governor on the advice of the Chief Minister. In urgent cases, the allotment may be made by the Chief Minister and the cases circulated to the Governor after issue of orders. The transaction of business is governed by the rules made by the Governor under Article 166 of the Constitution and the instructions issued thereunder. These rules and instructions are known as "The Tamil Nadu Government Business Rules" (hereinafter referred to as the Business Rules) and "The Tamil Nadu Government Secretariat Instructions" (hereinafter referred to as the Secretariat Instructions), respectively. Each Minister disposes of business in the subjects in his charge according to those rules and instructions.

3. *The Secretariat.*—The business of the Government is transacted in the following Secretariat Departments consequent on the Reorganisation of the Departments of Secretariat ordered in G.O. Ms. No. 415, P. and A.R. (A.R.), dated 26th July 1988 and in G.O. Ms. No. 435, P and AR (A.R.), dated 4th August 1988.

1. Agriculture Department.
2. Animal Husbandry and Fisheries Department.
3. Adi-Dravidars and Tribal Welfare Department.
4. Backward Classes Welfare, Chief Minister's Nutritious Meal Programme and Social Welfare Department.
5. Commercial Taxes and Religious Endowments Department.
6. Co-operation, Food and Consumer Protection Department.
7. Electronics, Science and Technology Department.
8. Education Department.
9. Environment and Forest Department.
10. Finance Department.
11. Housing and Urban Development Department.
12. Handlooms, Handicrafts, Textiles and Khadi Department.
13. Health, Indian Medicine and Homoeopathy and Family Welfare Department.
14. Home Department.

15. Information and Tourism Department.

16. Industries Department.

17. Labour and Employment Department.

18. Law Department.

19. Municipal Administration and Water Supply Department.

20. Personnel and Administrative Reforms Department.

21. Planning and Development Department.

22. Public Department.

23. Public Works Department.

24. Prohibition and Excise Department.

25. Revenue Department.

26. Rural Development Department.

27. Tamil Development and Culture Department.

28. Transport Department.

The business is classified and distributed among the Departments of Secretariat in the manner specified in the Business Rules.

Note.—The Tamil Nadu Legislative Assembly Secretariat functions as a "separate entity" under the administrative control of the Speaker of the Tamil Nadu Legislative Assembly.

4. *The Chief Secretary—Special powers and responsibilities.*—Besides the duty of seeing to the proper transaction of the regular Secretariat business allotted to him, the Chief Secretary has the following special functions:—

(*a*) superintending control over the entire Secretariat;

(*b*) administrative control over (including allocation of rooms in) the Secretariat buildings in Fort St. George;

(*c*) control over the Central Despatch Branch, the Central Record Branch, the Secretariat Library and the conservancy and watch and ward staff, which serve all Departments of the Secretariat;

(*d*) control over the staff attached to the Ministers;

(*e*) arranging for and attending meetings of the Council of Ministers; and

(*f*) responsibility for all other matters not falling within the categories of subjects assigned to other Secretaries.

5. *The Secretaries to Government.*—Each Department of the Secretariat consists of a Secretary to Government, who is the official head of that Department, and of such other officers and staff subordinate to him as the Government may determine. He is Secretary to the Government and not to the Minister incharge of the Department. He is responsible for the careful observance of the Business Rules and the Secretariat Instructions in the transaction of business in his department. He exercises general supervision and control over the staff under him including Additional Secretary and Joint Secretary and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt despatch of business in his department.

The Secretary is usually assisted by one or more Additional, Joint, Deputy or Under Secretaries. The Secretary should, however, delegate sufficient responsibility and authority to these officers so that the work in the department is handled smoothly and efficiently. Policy matters and all important matters should be dealt with in consultation with the Secretary who will be in overall charge of the Department.

6. *Joint Secretary and Deputy Secretary.*—The Joint Secretary and Deputy Secretary will deal with cases relating to the subjects allotted to them with reference to the general or specific directions of the Secretary and submit it to Secretary such cases as may be specified. They can send cases for orders direct to the Minister or to the Governor with reference to the general directions of the Secretary. They also exercise control over the sections placed in their charge both in regard to despatch of business and in regard to discipline.

7. *Under Secretary.*—The Under Secretary exercises control over the sections placed in his charge both in regard to despatch of business and in regard to discipline.

8. *Control of Office Matters.*—Subject to the orders of the Secretary, the Under Secretary (or one of the Under Secretaries designated by the Secretary for the purpose, if there are more than one such officer in a Secretariat Department), is in general charge of office matters as a whole. The Under Secretary deals with contingent expenditure and controls the menial staff.

Subject to the orders of the Chief Secretary, the Secretary in the Public Department or such other officer as the Chief Secretary may nominate, is in general charge of office matters as a whole and deals with the contingent expenditure.

9. *Section Officers.*—The Section Officer is in charge of a section of a Secretariat Department. He is assisted by a certain number of Assistant Section Officers who work under his direction and control. He is responsible for all files relating to the subjects allotted to the Assistant Section Officers under him. He is directly responsible to the officers under whom he works for the efficient and expeditious despatch of business at all stages in his section and for office routine and procedure. The training of the Assistant Section Officers under him is one of his principal functions. He must guide his Assistant Section Officers in all aspects of work and see that his Assistant Section Officers exercise in proper ; discrimination in their work, e.g., they do not waste time and paper on needless noting or correspondence and that really emergent matters are given immediate attention. He will not merely supervise but will himself undertake to deal with the more difficult or important papers, taking such assistance from Assistant Section Officers as he may find necessary. He maintains discipline in the section and ensures conformance with the orders and instructions in force.

10. *Assistant Section Officers, Assistants, Personal Clerks and Typists.*—The main duties of the Assistant Section Officers in a section are to put up notes and drafts, maintain the Personal Registers and also assist the Section Officer in their section work. The Assistants are expected to attend to routine items of work such as comparing, despatching, indexing and docketing of closed papers. They shall also maintain the prescribed periodical registers and put up reminders.

The Private Secretaries, Personal Assistants and Personal Clerks do the shorthand work for the Secretary or other officers, as the case may be. and such other items of work as are entrusted to them.

The Typists are expected to type notes and drafts and to fair copy all communications to be despatched. The matter typed by them will be compared by them with the Assistant Section Officer concerned or with the Assistant of the section, as the need arises.

11. *Central Despatch Branches.*—The Central Despatch Branches, one funtioning in the main building of the Secretariat and the other in the Multi-storeved building are under the control of one of the Under Secretaries of the Public Department and each is in charge of a Section Officer who is primarily responsible for despatch of papers of the respective Departments of the Secretariat and generally for the proper working of the Branch.

12. *Central Record Branch.*—The Central Record Branch is the repository for non-confidential records relating to the current year and the preceding three years. The Branch is under the Control of one of the Under Secretaries of the Public Department and is under the immediate supervision of a Section Officer, who is responsible for its proper working and the maintenance of records. One of the principal duties of the Section Officer is to see that the papers required by the departments are supplied promptly and to ensure that the papers supplied are returned to the Branch, as early as possible.

13. *Secretariat Library.*—The Library is under the immediate control of an Under Secretary of the Public Department who is primarily responsible for the selection of new books. It is in charge of a Librarian who is responsible for the safety of the books in his charge, their issue and return and generally for the proper maintenance of the Library.

14. *Law Department Library.*—The Library is under the immediate control of the Secretary to Government, Law Department. It is in charge of a Librarian who is responsible for the safety of the books in his charge, their issue and return and generally for the proper maintenance of the Library. The Library is primarily intended for the use of the Law Department.

15. *Legislature Library.*—The Library is primarily intended for the use of the Members of the Tamil Nadu Legislative Assembly. It is under the immediate control of the Secretary, Legislative Assembly Secretariat. Officers of the Secretariat are, however, allowed to consult and borrow books with the permission of the Secretary.

16. *Secretariat Telephone Automatic Exchange and Circulation Van.*—These are under the control of the Public Department. They serve all Departments of Secretariat.

17. *Conservancy and Watch and Ward Staff.*—The Conservancy and Watch and Ward Staff is under the immediate control of one of the Under Secretaries of the Public Department. Its main duties are the proper care of the Secretariat buildings, including the Legislative Assembly Chambers, cleaning of the buildings and protecting them against fire and theft.

CHAPTER II.

Definitions.

18. The following are the definitions of some of the words and expressions used in the Manual:—

Arising reference.—Any reference issued from the office which originates a file is called an 'arising reference'.

Branch is the term used to denote one of the Central Branches, viz., Central Despatch Branch or Central Record Branch.

Business Rules is the expression used to denote the rules made by the Governor under Article 166 of the Constitution of India.

Case consists of the current file, draft, note file and any previous papers and books put up for reference.

Circulation.—The submission of files to the Ministers or to the Governor for information or orders is termed 'Circulation'.

Current.—A Communication received in one department from outside the office or from another department of the Secretariat or an arising reference which is stamped with a number of the department is, until disposal, known as a 'current' and the number itself is called current number or briefly C. No.

Current file consists, at the outset of the official or unofficial paper or papers under disposal, to which are subsequently added the office copies of any intermediate official or unofficial references and the replies to such references, including questions in the Legislature and originals of answers thereto, demi-official communications other than from Ministers and the Governor of the State but including those from Ministers of other States and the Union and telephonic messages, the whole being arranged chronologically.

Demi-official correspondence.—Correspondence is called 'Demi-official' when Government officers correspond with each other or with any member of the public on administrative or official matters, without the formality of official procedure and with a view to the interchange of communication of opinion or information which may not necessarily be placed on official record in the proceedings of Government.

Department is a division of the Secretariat acting under the direction of the Minister in charge or otherwise acting on behalf of the Government in accordance with the provisions in the *Business Rules and Secretariat Instructions.*

Disposal is a statement of the final decision of the Government on any matter submitted for its information or orders.

Drafting is the preparation of any communication which it is proposed to issue by, on behalf of or under the direction of the Government.

Enclosure.—A communication or a statement or a plan, sketch or other document which is attached to or accompanies another communication to supplement or elucidate the point, intention or orders conveyed in the latter is called an 'enclosure' to it.

Flagging is the process of attaching to the top of papers put up for reference in a case, slips printed with letters of English or Tamil alphabet to identify records referred to in dealing with a case, without having to indicate the record every time with its nature, number, etc.

Foreign despatch consists of the issue of papers and publications to authorities, officers or persons residing outside India.

General despatch means and includes all despatch work other than 'Foreign Despatch'.

Issue is the term used to denote the process of copying or printing and despatching communications intended for any person or authority.

Linked case.—One file is linked with another when a reference to any paper in the one is necessary for the disposal of the other.

New case.—A paper, which is not connected with a pending case in the office or one which originates in the office or is started under a note or demi-official letter of a Minister or Officer of the Secretariat and the issue in itself is independent of that in any other pending case is treated as a 'New case'.

Note.—A note is what is written by a Secretariat official to facilitate the disposal of a case. It may contain a precis of previous papers, a statement of the facts reported and proposals made in the current file, the arguments for and against any measure proposed, and suggestions as to the action to be taken and the orders on the issues under examination in the case.

Note file consists of the notes with unofficial references and replies thereto and demi-official communications from Ministers and the Governor.

Official correspondence.—Correspondence is called official when one Government officer, as such, addresses or is addressed by another Government officer or by any public body or private individual, in writing in accordance with certain fixed rules as to form, matter and procedure and with the intention that such correspondence may be the public record regarding the question discussed.

Old case.—A reply to a reference issued from the office on a pending case or a paper which, though not a reply of that nature has, for any other reason, to be filed with a current already pending in the office is called an 'old case'.

Put-up papers means the previous orders or other papers connected with or bearing on the subject of a current under consideration and put up in the case with the current for reference for its disposal.

Referencing is the process of putting-up in a case previous correspondance, laws, rules, reports, etc., required for its disposal flagging them and indicating their presence by references in the margin at the portion of the current file or the note file in which they are mentioned or quoted.

Registry.—A paper is said to be 'registered' when it is given a 'current number' and entered with an abstract in a receipt register known as the Personal Register.

Routine note.—A note for the elucidation of a point arising in a case which a Secretariat Officer wants cleared up or on matters of an ephemeral nature, such as reminders, delays in office, etc., which will not go into permanent record is termed a 'routine note'.

Secretariat is the Government office wherein or through which the Governor or any Minister takes official cognizance of matters relating to the Administration of the State.

Note.—The office of the Secretary to Governor is not covered by the term 'Secretariat'.

Secretariat instructions. are the instructions issued by the Governor under rule 54 of the Business Rules to supplement the latter rules in regard to circulation, noting, drafting and other allied matters.

Section is a minor division of a department of the Secretariat consisting of a Section Officer and one or more Assistant Section Officers or Assistants or Typists under him.

Sectional notes are notes written on each of several issues arising out of a single subject where orders have to be obtained separately on each of such issues. They are distinguished from the main note which treats the subject as a whole.

Tappal.—All communications received in the office which are official, unofficial or demi-official are until registry known as 'tappal'.

Unofficial correspondence.—When it is proposed to obtain on the note file of a case the concurrence, opinion or remarks of another Department of the Secretariat or of any particular officer of Government so that such concurrence, opinion or remarks may not form part of the official proceedings, the mode of referring a paper or a case and obtaining a reply is called 'unofficial correspondence.'

CHAPTER III

THE COURSE IN OUTLINE FOLLOWED BY A PAPER FROM RECEIPT TO DISPOSAL.

19. The tappal is opened in the presence of the Section Officer in-charge of the tappal section, sorted out section-wise, numbered and sent to the Under Secretaries concerned. The tappals are then stamped with the date of its receipt. Envelopes addressed to officers by name and those marked 'Secret' or 'Strictly Confidential' or 'Confidential' are opened by the Officers to whom they are addressed. In the absence of the Officer concerned on leave or otherwise, such envelopes as are marked 'immediate' is opened by an officer of equal or immediately lower rank in the department but not below the rank of Deputy Secretary to Government. Important communications are sent by the Under Secretary to the Secretary or to the Deputy Secretary, as the case may be, for perusal. After perusal by the officers (who enter on them any instructions they wish to give), the papers are sorted by the Assistant Section Officers| Assistants in charge of tappals, numbered (if it has not already been numbered) and sent to the respective Section Officers. The paper are then registered in his Personal Register by the subject Assistant Section Officer attached to the section. In case the subject Assistant Section Officer is away, the Assistant registers the currents.

20. If any paper relates to an unclosed case, the Assistant Section Officer adds the paper to the current or note file of the case. Otherwise, he puts each paper, in an appropriate pad and the paper thus becomes a "Case". He then obtains previous papers, if any, in the Secretariat, referred to in the current or note file and, unless the case is taken over by the Section Officer, takes the necessary further action. Such action may be the obtaining of further previous papers or precedents, the preparation of precis, the writing of a brief note stating the points for orders and, the drafting of an order, endorsement, etc., in accordance with an established precedent. The Section Officer after making any revision of, or addition to, the Assistant Section Officers's note or draft or putting up a fresh one, submits the case to the Secretary or Deputy Secretary or Under Secretary. The Section Officer shall himself attend to important cases which involve interpretation of Acts and Rules, preparation of notes for Public Accounts Committee, etc. When submitting a case for orders, the note may suggest references for further information or remarks to other Departments of the Secretariat or to outside officers but should not suggest the orders to be passed except in simple cases and in cases where there are precedents; he may, however, submit a draft answer to a Legislative Assembly question relating to facts and not to the opinion or policy of Government. The officers to whom the case is submitted, should direct further action to be taken or suggest clearly the nature of the disposal to be made or the orders to be passed in each case and it is the Secretary or Deputy Secretary, who decides whether any Minister or the Governor should see the case at that stage. Specific orders of the Chief Minister should be taken if any case requires discussion at a meeting of the Council of Ministers with reference to the provisions of the Business Rules. The case is circulated, if so directed, and on return is submitted to the Secretary or Deputy Secretary for perusal. It is then sent to the Section Officer, being seen first by the Under Secretary if it belongs to a section under him. The Section Officer passes it

on with instructions to his Assistant Section Officer or keeps it himself for further action, if necessary. If further information is called for from the Secretariat in the notes of Officers or of Ministers or the Governor this process is repeated, until final orders are passed.

21. If a case in which a draft has been put up is circulated to the Ministers or the Governor and is received back with final orders, the draft will be issued with such modifications as may be necessary with reference to the final orders. If however, the case in circulation did not contain a draft and is received back with final orders, a draft is prepared in ordinary cases by the Assistant Section Officer and the file is resubmitted through Section Officer to the Under Secretary, the Deputy Secretary or the Secretary, as the case may be, who revises or passes the draft, circulating it again if he thinks this desirable. Drafts in important cases and drafts of letters to the Government of India, are prepared by the Under Secretary.

22. The disposal as approved takes the form of an order, letter, endorsement, telegram, demi-official or unofficial references or reply or 'lodged' paper. It is numbered and dated by the Assistant Section Officer of the concerned section. In the case of order, letters, etc., to be indexed, the typist prepares a tabling slip. The Assistant Section Officer makes necessary entries in the Personal Register and closes the current in the register, if the disposal is final. In the case of intermediate references or orders calling for information, he enters the date of the first reminder in his reminder diary. He then passes on the draft and its enclosures (but not the whole file) to the Typist concerned for making out fair copy. Confidential papers are sealed in the section concerned and sent to the Central Despatch Branch for despatch, while the rest are despatched by the Central Despatch Branch direct. U.O. files to other departments are sent by the section concerned direct to the departments through Office Assistants.

23. Fair copies are signed by the Secretary, Additional or Joint or Deputy or Under Secretary or Section Officer. The Section Officers also attest copies of orders or proceedings of the Government (excluding those intended for audit officers), endorsements and telegrams. Copies of communications which are confidential or secret in nature are, however authenticated by Under Secretaries. In the case of final disposals, the Assistant Section Officer concerned or the Assistant of the section prepares dockets. Government orders which are received from other Departments of the Secretariat and are "lodged" will not however, be docketted.

24. On the return of the drafts from the Central Despatch Branch after issue, the Section Assistant Section Officer makes sure that the papers have been properly despatched, puts the drafts back in the respective files, and when the case has been finally disposed of, sends them to the Central Record Branch under the orders of the Section Officer who satisfies himself that there is no further action to be taken and gives a 'pass order' in each case in writing, which should be in red ink on the face of the docket sheet. Papers which do not carry a 'pass order' will not be accepted by the Central Record Branch. All references to which replies are due are kept intact in the section with the connected papers.

Records are handed over to the Record Clerk, posted for this purpose, after obtaining his signature in the last column of the Personal Register. The Record Clerk should then send them to the Central Record Branch.

25. Final disposals are stitched up in the Central Record Branch and then put in their proper places in the bundles on the record racks or almirahs.

26. The indexer collects at the end of every month the tabling slips of proceedings in the Manuscript series prepared by the Assistants and prepares monthly indexes for submission in print to the Secretary, Ministers and the Secretary to the Governor. From the monthly indexes, annual indexes are prepared and printed up.

The indexer collects also at the end of every month the tabling slips of proceedings of routine series, prepares monthly indexes and gets them typed or roneoed for submission to officers and sections.

27. Orders and letters in 'routine' series are numbered in a separate register. These as also endorsements, etc., are indexed in some departments.

CHAPTER IV.

TAPPAL.

I. Procedure—General.

28. *Nature of tappal—The tappal consists of.*—(*a*) communications in cards, closed envelopes, packets and telegram addressed to the Secretary, the Deputy Secretary, the Under Secretary or to the department.

and

(*b*) non-confidential papers from departments of the Secretariat which by an inter-departmental arrangement are sent open to the departments concerned.

29. *Receipt of tappal.*—Except for registered articles, all cards, closed envelopes and packets delivered either by post or by messenger are ordinarily put into the tappal box. The key of the box is in charge of the Section Officer of the Office Procedure Section or the Assistant in charge of tappals or other person designated for the purpose. Communications from private parties received by post for which postal charges have not been paid in full should be refused.

The following procedure should be followed by the Departments of Secretariat in regard to receipt of U.O. tappals :—

(i) On working days, tappals should be received throughout the office hours—10 a.m. to 5-30 p.m.

(ii) During office hours on working days, all kinds of tappals should be received. No distinction can be made between ordinary tappals and special tappals.

(iii) After office hours, tappals should be received by the Turn Assistant/Assistant Section Officer till 6-30 p.m.

(iv) On Saturdays, Sundays and other holidays the Turn Assistant/Assistant Section Officer shall receive tappals from 10-30 a.m. to 4-30 p.m.

(v) Name covers should be received not by office, but by Private Secretaries, Personal Assistants or Personal Clerks to Officers. On late hours or holidays, they should be received by the staff on turn duty and sent to the Officers.

Communications delivered by messengers or papers sent by other Departments of Secretariat which are marked 'Urgent' or 'Special' and telegrams should not, however, be put into the tappal box but should be attended to *at once*.

30. *Registered and insured articles.*—Articles sent by post registered or insured are received by the Assistant/Assistant Section Officer in charge of tappals who signs the postal receipts attached to them on behalf of the officers to whom they are addressed.

TAPPAL.

A register shall also be maintained by the Assistant/Assistant Section Officer in charge of tappals, in the following form, in respect of registered and insured articles :—

FORM.

Serial number.	Nature of articles.	From whom received.	Section to which assigned with current number.	Acknowledgement of the Section officer of the section to which assigned.
(1)	(2)	(3)	(4)	(5)

Postal articles, registered or ordinary, addressed to any Minister or his staff which are brought to the Secretariat during their tour should not be refused. They will be received by one of the Personal Assistants who attends office when the Minister is on tour.

31. *Telegrams-Telex Messages and Teleprinter Messages.*—Telegrams are taken by the Telegraph messenger to the officer to whom they are addressed and after being opened by the latter, are sent to the section concerned for action. Telegrams in cyphers are received in the Public (SC) and Home (SC) Departments and sent to the department or section concerned for action after they are recorded.

Telegrams addressed to the Ministers, Secretaries to Government, etc., from the Government of India, other State Governments, District Officers, etc., are received through Telex and they are sent to the addresses by the operator.

Inter-State wireless messages addressed to Ministers, Secretaries to Government, etc., from the Government of India, other State Governments are received through the Teleprinter through the Inter-State wireless police station. They are sent to the addresses by the operator.

32. *Tappals brought by messengers out of office hours.*—Tappals brought by messengers before 10 O'clock in the morning and after the Turn Assistants have left office in the evening are dropped into the tappal boxes of the respective departments at the main entrance near the Guard Room. The boxes should be opened daily in the morning by the respective Assistants in charge of tappal on working days and by the Turn Assistant/Section Officers on Saturdays, Sundays and other holidays.

33. *Acknowledgment of tappals delivered by messenger.*—The receipt of any tappal delivered by a messenger is acknowledged by a full signature in ink in the messenger's delivery book. When a U.O. file is received from another department of the Secretariat, the Assistant Section Officer/Assistant in charge of tappals assigns a current number to the file and simultaneously prints the same number in the Central Tappal Register and in the U.O. transit register of the sending department, using a triple numbering machine.

34. *Opening of tappal.*—(*a*) The tappal box is opened by the Assistant Section Officer/Assistant in charge of tappals at convenient intervals (usually at 10 a.m. and 2 p.m.) and tappals taken by him to the tappal section where it is opened in the presence of the Section Officer in charge of tappals section [except those items mentioned in (*b*) and (*c*) below], sorted out section-wise and numbered. The tappal section must keep with it an upto date list of distribution of subjects among the sections in the department to enable the correct marking of tappals.

(*d*) The Director of Stationery and Printing shall print and supply sufficient number of Central Tappal Registers and Section Distribution Registers in the prescribed formats for use of the departments of the Secretariat.

(*e*) The Section Distribution Registers and the Central Tappal Registers are retained till inspection of the department is over or for a period of four years, whichever is later.

(*b*) Any tappal received in a sealed cover or marked 'Secret', 'Strictly Confidential' or 'Confidential' or addressed to an officer by name, is opened only by the officer to whom it is addressed. In the absence of the officer concerned viz., on leave or otherwise, such envelopes that are marked 'Immediate' shall be opened by an officer of equal or next in order of rank in the department, but not below the rank of Under Secretary to Government.

(*c*) Sealed covers received in the department, which are not addressed to any officer by name or designation or marked to any specific section, are opened by the Under Secretary in charge of Office Procedure Section and sent to the Officers concerned in locked boxes.

(*d*) Tappal marked 'Urgent' should be dealt with immediately on its receipt.

35. *Numbering of currents.*—(*a*) After sorting out the tappals section-wise, the Assistant Section Officer/Assistant of the tappal section assigns separate current numbers to each tappal.

Continuous numbers are assigned to the currents received in a department during a calendar year.

The number assigned to a current is simultaneously printed in the Section Distribution Register of the section concerned using a numbering machine. Two sets of these registers are maintained for each section, one for the first batch of tappals and the other for the second batch. The Section Distribution Register is maintained in the format given below :—

SECTION DISTRIBUTION REGISTER.

C. No. assigned to the tappal or file.	Assistant Section Officer/Assistant to whom the current has been assigned.	Acknowledgement of the Assistant Section officer/Assistant with the date of receipt.
(1)	(2)	(3)

(*b*) The Assistant Section Officer/Assistant in charge of tappals also maintains a Central Tappal Register in the form at given below :—

CENTRAL TAPPAL REGISTER.

Date.	C. Nos. assigned.		Section to which allotted.
	FROM	TO	
(1)	(2)	(3)	(4)

Besides nothing the current numbers assigned to U.O. files as mentioned in paragraph 39, the first and the last number assigned to the tappals, in each batch, belonging to each section is entered in the register in Columns (2) and (3) and the sections to which these numbers are allotted as well as the numbers given to the U.O. files are noted in Column (4).

(*c*) The papers of an ephemeral nature such as post copies of telephonic messages, tour programmes of the Ministers and printed copies of indexes circulated among sections, are not numbered as currents. On the other hand, any note from a Minister or from an officer of the Secretariat, directing the examination of any point or issue, is registered as a current, lest the matter should be lost sight of. Calls from officers for a paper or a Government Order, etc., must, however, not be numbered as currents. Enclosures and spare copies are not given separate current numbers.

(*d*) The Director of Stationery and Printing shall print and supply sufficient number of Central Tappal Registers and Section Distribution Registers in the prescribed formats for use of the departments of the Secretariat.

(*e*) The Section Distribution Registers and the Central Tappal Registers are retained till inspection of the department is over or for a period of 4 years, whichever is later.

36. *Tappals received by officers direct.*—Tappals addressed to an officer by name or to any particular officer by designation, are received by the Private Secretary Personal Assistant or Personal Clerk attached to the officer concerned and are opened by the officer himself. Such communications received directly by the Secretary are, after his perusal, sent to the Deputy Secretary. Unless special instructions have to be given to the Under Secretary or to the section, regarding the action to be taken on that communication, the Deputy Secretary passes on the current to the tappal section along with those he has received direct, to be numbered and submitted to the Under Secretaries concerned along with the day's tappal.

37. *Submission of unofficial tappal from other Departments.*—Unofficial references from one Department of the Secretariat to another are sorted out section-wise by the tappal section and submitted to the officers concerned along with the other tappals.

38. *Perusal of 'Tappal' by Under Secretary—Points to be noted.*—The Under Secretary will look through the papers relating to his own sections and have them stamped with his date stamp. He will note on them any instructions necessary in regard to urgency of individual papers or the manner in which they should be dealt with. He should submit to the Secretary|Additional Secretary at once papers of the kind specified below, in order to keep them informed of the receipt of the papers and to enable them to issue any suitable instructions as to how the cases should be dealt with :—

(*a*) Letters except those which are purely of a routine nature from the Tamil Nadu Public Service Commission, Government of India, and other State Governments and Foreign Embassies, Consulates or Legations in India ;

(*b*) Papers relating to disciplinary proceedings against A and B Group Officers such as reports from the Directorate of Vigilance and Anti-Corruption or from the Tribunal for Disciplinary Proceedings, explanations of the officers or requests for personal interviews ;

(*c*) Important Judgments or orders of courts.

(*d*) Other important communications such as D.O. Letters received from senior officers or V.I.Ps. particularly from the Government of India and other State Governments, M.Ps. and M.L.As. and well known public figures.

(*e*) Files in which observations have been made by the Chief Minister or Ministers or Chief Secretary. Papers not falling within the above categories will be sent by him to the Section Officers concerned for distribution among the Assistant Section Officers.

Note.—Papers received without a date stamp or initials of officers should unless they are very urgent, be resubmitted to them for their stamp or initials.

39. *Marking in 'tappal' circulation of advance copies of important communications and reports.*—Under the Business Rules copies of all communications received from the Government of India (including those from the Prime Minister and other Ministers of the Union) other than those of routine or unimportant character or of the first report of an occurrence which under the orders in force should be reported to the Government of India by telegram, should, as soon as possible, after receipt, be submitted by the Secretary to Chief Secretary, Minister in charge and to the Governor and to the Chief Minister for information. Such circulation should not delay Secretariat action on the original papers.

40. *Duty of Section Officer in regard to important communication and reports.*—Papers marked for circulation of advance copies should receive the immediate attention of the Section Officer and any omission by oversight on the part of the Secretary or Deputy Secretary to mark papers for circulation should be brought to his notice by the Section Officer of the section concerned.

41. *Transfer of Papers intended for other departments.*—Any papers intended for any other Department of the Secretariat and those which prima facie appear to belong to another Department of the Secretariat are marked to the correct department by the Under Secretary to the Section Officer (where he has been authorised to do so) and are then entered in a U.O. Transit Register (Sectt. II-24). The Under Secretary or the Section Officer shall ensure that the papers are forwarded immediately to the department concerned and that the acknowledgment of the Assistant/Assistant Section Officer in charge of Tappal or receiving Assistant of that department is obtained.

42. *Treatment of valuable enclosures.*—Money, cheques and other valuable such as court fee stamps, copy stamp papers, etc., received as enclosure will be delivered by the Assistant/Assistant Section Officer in charge of Tappals in person to the Section Officer of the section concerned. The latter should hand it over to the Section Officer of the Bills Section for safe custody and obtain his acknowledgment in the margin of the current.

Note.—In the Legislative Assembly Secretariat, the enclosures referred to above shall be handed over to the Section Officer of the Establishment section for safe custody.

A register should also be maintained by the Assistant/Assistant Section Offiecr in charge of Tappals in the following form in respect of valuable enclosures :—

Serial number.	Nature of valuable.	From whom received.	Section to which handed. over.	Acknowledgement of the Section Officer of section to whom handed over.
(1)	(2)	(3)	(4)	(5)

43. *Treatment of adhesive stamps affixed to communications.*—The adhesive stamps affixed to petitions or other documents should first be defaced by the Assistant|Assistant Section Officer in charge of Tappal by applying the date stamp in such manner as to cover or touch some part of the stamps but not in such a way as to obliterate the entries on them or to render the detection of forgeries difficult. The stamps should then be cancelled by punching the figure heads. Although the duty of cancelling adhesive stamps is laid primarily on the Assistant|Assistant Section Officer in charge of Tappal, the Section Officer and the Section Assistant Section Officer concerned should see that all adhesive stamps have been punched and defaced as directed above.

44. *Submission of tappals to Officers concerned.*—The tappals which have been sorted out section-wise and numbered are sent with the Section Distribution Register to the Under Secretary (or Deputy Secretary), directly in charge of the section, to which the tappals relate. It is the duty of the Assistant Section Officer/Assistant in charge of tappals to see that the tappals reach the Under Secretary (or Deputy Secretary) concerned with the least possible delay, the first batch before 12 noon and the second batch before 4.30 p.m. daily.

45. *Distribution of currents in section.*—(*a*) As soon as the tappal is received by the section from the Under Secretary, the Section Officer of the section distributes the currents and files among the Assistant Section Officers in the section with such instructions as are necessary. The allocation is done by the Section Officer by indicating in column (2) of the Section Distribution Register in ink and also on the currents/files, the Assistant Section Officer who is to deal with the currents and files. The Assistant Section Officer concerned acknowledges the currents/files.

(*b*) *Marking 'urgent' and 'Special' by Section Officer.*—When a paper is not marked 'Urgent' or 'Special' by the receiving officer, i.e. the Secretary or the Deputy Secretary or the Under Secretary, the Section Officer will, if he deems it necessary mark the paper 'Urgent' or 'Special', as the case may be, and note the date by which the Assistant Section Officer should put it up. Before doing so, however, he should observe carefully the distinction between the two classes of papers, viz., that 'Urgent' papers are those which need early but not immediate attention and 'Special' those which need immediate attention.

46. *Transfer of missent currents from one section to another.*—Whenever the Section Officer finds that a particular current/file does not relate to his section he should mark the name of the section to which it relates in the Distribution Register and on the current/file itself and mark it 'Special'. He should also instruct the Assistant attached to his section to show it to the Section Officer of the concerned section. If that Section Officer agrees to take it, the current/file should be transferred after obtaining the initial of the Assistant Section Officer concerned of that section in the Section Distribution Register itself against the current number. If there is any dispute as to which section should deal with a particular current/file, a routine note may be put up after registering the current pointing out with specific reasons that a particular section should deal with it. The section which is noted as the concerned section should also add its remarks as to how it is not concerned with the current/file. The file should then be returned to the originating section. Then it should be submitted to the Under Secretaries for decision. If the decision cannot be taken even at the Under Secretary's level, it must be put up to Deputy Secretary and to the Secretary if necessary, for final orders. All these formalities should be completed within twenty four hours from the time of receipt. However, there should be no discussion with the Assistant/Assistant Section Officer in charge of tappal about the correctness of the allotment of any particular current.

47. *Examination of currents relating to more than one subject.*—When a current relates to more than one section, it should be taken up by the section which is concerned with the first point mentioned in the communication. That section should register it and, if the points raised are sufficiently important, give extracts to the other sections concerned for taking separate action. General currents, i.e., currents which relate to all sections should be taken up by the section specified for dealing with such papers.

48. *Numbering of arising references and papers received by sections without current number.*—The subject Assistant Section Officer will be responsible for getting a number assigned to a letter or reference of any kind issuing from a department and originating a file. He will also ensure that any paper received in the section without a current number is sent at once to the tappal section and assigned to current number.

II. *Procedure—Out of office hours.*

49. *Telegrams-Public Department.*—Telegrams addressed to the Chief Secretary officially or to ' Chief Secretary, Madras, are delivered direct by the telegraph office to the Deputy Secretary or if there is Deputy Secretary, to the Under Secretary at his residence.

Other Departments.—The instructions issued by the respective Secretaries should be followed.

Telex and Teleprinter Messages.—The Operator should be office till 8 p.m. He should transmit the messages of immediate nature over telephone to the residence of the Ministers|Officers concerned the same day. Other messages should be sent to the concerned department the next day morning.

50. *Tappal.*—Letters and other communications marked ' Special ' should, unless otherwise directed, be sent to the officers concerned the same day by Special Messenger.

III *Procedure on Sundays and other holidays.*

51. *Telegram-Public Department.*—Telegrams addressed to the Chief Secretary officially or to ' Chief Secretary ' Madras are delivered direct by the telegraph office to the Deputy Secretary or if there is no Deputy Secretary, to the Under Secretary at his residence.

If any telegram addressed to the Chief Secretary officially or to ' Chief Secretary ', Madras is brought to the office, it is received by the Strictly Confidential Assistant Section Officer|Strictly Confidential Deputy Section Officer of the Public (SC) Department round the clock and its contents transmitted to the Chief Secretary|Deputy Secretary|Under Secretary, Public, as the case may be, if they are urgent. The telegrams addressed to Secretaries are received by the turn duty Assistant Section Officer in the concerned department and their contents transmitted to the officers concerned by him.

Other Departments.—The instructions issued by the respective Secretaries should be followed.

Telex and Teleprinter Messages.—The Operator will be on turn duty from 12 noon to 5 p.m. He should transmit the messages of immediate nature over telephone to the residence of the Ministers|Officers concerned the same day. Other messages should be sent to the concerned department the next day morning.

52. *Tappal-Public Department.*—The turn Assistant Section Officer should send the tappals so as to reach the officers concerned at their residences by 11.30 a.m. He should observe the following instructions. He should be in

the office as early as possible before 10.30 a.m. Immediately on arrival he should take charge of any boxes deposited in the Guard Room on the previous night after the office was closed or earlier in the morning and also the papers in the tappal box and those delivered by the post office, etc. The tappals should be sorted in the following manner :—

Tappals intended for the Chief Secretary to Government addressed by name should not be opened by other officers but should be sent to Chief Secretary to Government even on Sundays and other holidays. Tappals intended for the Chief Secretary to Government marked 'Secret' or 'Strictly Confidential' will be seen by the Secretary|Joint Secretary|Deputy Secretary to Government. Such communications addressed to other officers should be placed in the tappal boxes of the officers concerned. All other communications together with the date stamps of the officers, if they are in the office, should be placed in the boxes of the respective officers. The Turn Assistant Section Officer should see that correct date is set and the pad is inked, if necessary. The boxes should be locked and the Office Assistants should be deputed in cycle to take all the boxes to the residences of the office concerned. An empty but locked S.C. tappal box should also be sent along with the tappal box of Chief Secretary|Secretary|Deputy Secretary|Under Secretary. The tappal boxes of all the officers will be brought back to the Secretariat after their perusal. The tappals intended for the Chief Electoral Officer *should not* be opened but sent to him *intact* in a tappal box. After his perusal, the tappal box should be taken to the residence of the Under Secretary (Elections) before coming to the Secretariat. On return of each of the boxes, except of course, the S.C. box, which if returned to office by the Chief Secretary|Deputy Secretary or Under Secretary with any paper, should be dealt with according to his instructions by the Public (SC) Confidential Assistant Section Officer|Confidential Deputy Section Officer on turn duty. The turn Assistant Section Officer will scrutinise the contents carefully and attend to any instructions recorded on any paper or otherwise by the officers. He should also attend to any paper requiring immediate action whether so marked by an officer or not. If necessary, he should send for either the Assistant Section Officer or Section Officer of the section concerned.

Postal articles, registered or ordinary ; addressed to any Minister or his staff which are brought to the Secretariat should be received by the turn Assistant Section Officer and sent to the Ministers' residence by a Special Messenger.

An up-to-date list of addresses, an up-to-date list of distribution of subjects among the sections in the Public Department and all current tappal instructions issued by officers, whether general or special, should be kept prominently on the table of Assistant in-charge of tappals. The turn Assistant Section Officer will peruse them before beginning his work. The turn Assistant Section Officer will also attend to urgent or special circulation cases.

Other Departments.—Instructions issued in the respective departments should be followedl.

CHAPTER V.

REGISTRY OF PAPERS.

53. *Personal register.*—The currents received in each section should be registered in the Personal Register (Form Sectt. II-1), printed as Appendix I, bound volumes of which are supplied to each section with pages numbered serially. The register should be maintained by the subject Assistant Section Officer. It should not be maintained in loose sheets or in unauthorised note books.

The names of the Section Officer of the section and the subject Assistant Section Officer should be written on the fly leaf in each volume. Changes in personnel should be entered with the dates on which the changes took place.

54. *Currents to be entered in register immediately on receipt.*—As soon as the papers are received in the section, the subject Assistant Section Officer must at once enter them in the personal register. Any delay or neglect in this matter will he held a very serious dereliction of duty on the part of the Assistant Section Officer. Section Officer should see that all currents received in the section are duly registered in the Personal Register on the very day of their receipt.

The Section Officer should ensure that the Assistant Section Officer to whom a current has been allotted has acknowledged it in the Distribution Register. For this he should daily check the Tappal book and certify in the register itself that he has checked that all currents have been acknowledged and registered by the Assistant Section Officer concerned in his Personal Register. The Under Secretary should also scrutinise the Distribution Register once in a week and satisfy himself that no current is left unacknowledged by the Assistant Section Officer concerned.

55. *All communications to be registered.*—All communications, whether official, unofficial or demi-official should be registered in the Personal Register and all entries made neatly.

56. *Number of entries on a page.*—The number of entries on each page of the register shall ordinarily be three. A line in red ink should be drawn across the page after each entry. Insertion between two entries of a fresh entry should not be made except with the initials of the Section Officer of the section.

In the case of an entry relating to a current on which a circular reference is likely to be issued or protracted correspondence is anticipated, adequate space, if necessary a full page, should be allotted to admit of the stages, etc., being entered clearly and neatly.

If the space so allotted proves inadequate, slips should be pasted along the page for making additional entries. The slips should be so pasted that they do not obliterate the earlier entries in the columns below them.

57. *Method of registry of papers.*—Papers are registered in the order of the numbers stamped on them; these are called 'current numbers' or briefly, 'C. Nos.'

58. *Titles to be brief and accurate (column 4 of register)*.—The title to be entered in column 4 shall be as brief as possible, just sufficient to convey generally the subject of the paper, e.g., 'Land acquisition, Tiruchirappalli Police Lines, Woraiyur.' It should be framed and arranged exactly as an index title (see Chapter XII, indexing and purports). It is the duty of the Section Officer of the section to check the accuracy of the titles when he examines the Personal Register.

59. *Entries in column 5 of register*.—In making entries in column 5 of the Personal Register, the Assistant Section Officer may use the abbreviated designations mentioned in Appendix IV. In the case of a letter or petition from a non-official the name of the writer and his brief address should be entered in column 5 and not in column 4.

60. *Entry in column 5 of current sent by one officer through one or more other officers*.—In registering a current submitted to Government by one officer through one or more other officers, it is sufficient to enter the designation of the officer from whom it is actually received and also the number and date of his communication.

61. *Entry of dates of submission of cases to officers and return (columns 7 and 8 of register)*.—Whenever a paper is submitted by the Section Officer or Assistant Section Officer to a higher officer, the fact and the date of submission should be entered in column 7 and its return in column 8. The Section Officer is responsible for ensuring that this is done by his Assistant Section Officers. When a paper is submitted to an officer through one or more other sections, the fact should be noted in column 7. The actual submission of the paper to the higher officer should be watched by the Section Officer to check delays.

All entries should be in ink.

62. *Numbering and entry of references or final disposals (columns 9, 10 and 11)*.—When an intermediate reference or a final disposal is issued in the form of telegram, letter (except one numbered in special disposal series), endorsement, demi-official or unofficial, it will be numbered with the current number originating the case, the year to which it relates and a sub-number (e.g., letter No. 1184/87-1, P. & A.R. (Per.-A), dated the 1st June 1987) by the subject Assistant Section Officer of the section, the same sub-number and date being given, if the same reference or final disposal issues to one or more officers. He will, at the same time, fill in columns 9, 10 and 11 of the Personal Register in the case of references.

63. *Entry of nature of references—Abbreviations (column 9)*.—The nature of the reference issued will be noted in column 9 of the register, the letter 'Lr" being adopted for leter 'U.O.' for unofficial, 'D.O.' for demi-official' 'T.M.' for telephonic message and 'Telgm' for telegram.

64. *Entry of reminders*.—Reminders issued should be entered in red ink in columns 9, 10 and 11 and reminders including interim replies to reminders received should be similarly entered in columns 12, 13 and 14 of the Personal Register. Against each item the date of next reminder should be indicated in pencil.

65. *Entry of replies to references and currents to be added to old cases (columns 12, 13, and 14).*—Replies to references previously issued and papers which, though not of the nature of replies to previous references, have, for any other reason, to be filed with old cases will be registered in their turn, the new current number being entered in column (2) and the old current number in column (4), columns, (3), (5) and (6) should also be filled in. All currents, except the currents which are registered and carried over to previous currents, should be given a serial numebr in the Personal Register. The current number date of receipt, origin and outside number and date of such communications should be entered, without any purport, in columns (12), (13) and (14) against the previous current number.

66. *Closing of currents in Personal Register (Column 15).*—If the disposal is final, its nature, number and date will be entered in red ink in column 15 of the Personal Register. For example, when a file is closed by an order or letter in the Manuscript or Routine Series, the number and date of disposal will appear in that column. A similar entry will be made when the closure is in the form of an endorsement, telegram, demi-official or unofficial. No entry such as F.D. shall be made in that column. If a paper is returned in original with an endorsement, the fact should be indicated and dated in column 15 of the register. The current number in column 2 of the register should be ringed off in red ink as soon as it is finally disposed of.

67. *Entry of 'Lodged' disposals (Column 15).*—'Lodged' papers will be closed by the entry 'Lodged' with the dates of disposal in column 15 of the Personal Register.

68. *Entry of disposal stitched with previous paper.*—In cases where the papers received with a current that has been 'Lodged' are stitched with a previous order or other paper, the Assistant Section Officer shalll, in addition to entering 'Lodged' with the date in column 15 of the Personal Register, make an entry of the fact that the papers have been so stitched, e.g., Lodged, 15th April 1987 (stitched with G.O. No. 852, P. & A.R., dated 9th March 1986. A similar procedure will be adopted when a final disposal such as a letter, etc., is stitched with a Government Order or other paper.

69. *Entry of disposal stitched with subsequent paper.*—In case where the previous paper is ripe for destruction earlier than the subsequent papers, then in order to avoid premature destruction of records, the latest disposal shall be closed separately and the earlier closed papers on the subject shall be added to the latest disposal after making proper entries in the Personal Register of that year, so as to make the earlier disposal ripe for destruction according to the date of destruction of latest disposal.

70. *Treatment of papers wrongly addressed.*—If a paper is wrongly addressed to one Department of the Secretariat, it must be immediately submitted in an urgent pad to the Under Secretary, with an unofficial endorsement transferring it to the department concerned. In some departments, Section Officers have been authorised to transfer such papers.

If the paper is one belonging to another section of the same Department of the Secretariat, it may be handed over immediately to the other section concerned, if it is prepared to accept it, and full signature with date of the concerned Assistant Section Officer obtained in the Distribution Register. The transfer should be made only under the orders of the Section Officer. If the other

section is not prepared to accept the paper, it should be submitted to the Under Secretary and to the Deputy Secretary or Secretary, if necessary, and formally transferred under his orders, to the section concerned, after obtaining full signature with date of the concerned Assistant Section Officer in the Personal Register. In any case, the paper should be transferred to the section concerned within *twenty-four hours from the time of receipt.*

71. *Instructions regarding registry of office papers.*—The procedure regarding registry of papers described in the foregoing paragraphs obtains in the case of papers relating to purely office matters. The Personal Register for such papers will be maintained by the Assistant Section Officers of the "Office Procedure" section.

The following classes of office papers need not be registered in the Personal Register, but shall be disposed of as shown below :—

(1) Applications for casual leave from members of the office establishment are, after disposal filed in the 'leave files' maintained in the sections concerned. These files are destroyed after the expiry of the calender year following the year in which they were received.

(2) Any other class of papers which the Under Secretary or other superior officer considers it unnecessary to bring on to the Personal Register.

CHAPTER VI.

FORMS AND RULES OF CORRESPONDENCE.

72. *Forms of Correspondence.*—Correspondence arising from the Secretariat shall be in one or the other of the following forms :—

(*a*) *Letter form.*—This form can be used to correspond with anybody.

(*b*) *Government Order form.*—When the disposal on a case contains the orders of the Government (whether it has been actually seen by a Minister or the Governor or not) the proceedings form is adopted. A Government Order may be issued although a report is called for, if the report is not expected immediately, and the Government Order is entered in the Call Book. If it is proposed to index the disposal, and to retain it permanently in the records, the Proceedings are issued in the 'Manuscript' series.

Where the disposal is not of sufficient importance to be retained permanently, the proceedings are issued in the 'Routine' series.

(*c*) *Endorsement form.*—When a paper is returned in original or when it is referred to a subordinate officer in original for remarks or is communicated to him or to the Departments of the Secretariat for information or disposal, the disposal takes the from of an 'endorsement'.

(*d*) *Demi-official form.*—In cases where on officer or a member of the public has to be addressed without the formality of official procedure and with a view to the interchange or communication of opinions or information which it is undesirable to place on official record or when it is desired that a matter should receive the personal attention of the individual addressed, the communication takes the form of a demi-official.

Communications from non-officials should never be referred to as 'demi-official'.

(*e*) *Express letter form.*—Communications which can appropriately be drafted in the form of telegrams but which are not of such urgency as to require despatch by telegraph or which are too lengthly to be telegraphed, may be sent in this form. The express letter should on receipt, be treated with the same expedition as if it had been telegraphed.

The express letter form may be adopted in the correspondence with the officers of the Indian Missions abroad.

(*f*) *Circular form.*—When several offices have to be addressed simultaneously, the communication takes the form of a 'Circular'. This form should be used whenever the substance of the communication does not warrant the formailty of the "Proceedings" form or the "Letter" form.

(*g*) *Unofficial Note.*—(i) Unofficial references can be made in two different ways, namely :—

(*a*) by sending the file itself to the Department|Office with a note recorded thereon ; or

(*b*) by sending a self-contained note.

(ii) This method is generally employed in Secretariat Departments (or between a Secretariat Department and its attached office) for obtaining the views, comments, etc., of other Secretariat Departments on a proposal, obtaining a clarification, etc., of the existing instructions, of requisitioning papers or information, etc. No salutation or complimentary closing words are used in this form. Use of formal letters for communication between one department and another is to be avoided.

(*h*) *Office Order|Office Procedings Form.*—Instructions meant for the members of the staff for carrying out official work in the department on those relating to distribution of work among officers and sections, etc., are issued in the form of "Office Order". Instructions on matters relating to the members of the staff, e.g., grant of regular leave, increment advances, declaration of completion of probation award of minor punishments, etc., are issued in the form of "Office Proceedings".

(*i*) *Press Communique or Press Note form.*—This form is used when it is sought to give wide publicity to the decision of the Government. Press communique is more formal in character than Press Note and will be reproduced intact by the Press. A Press Note, on the other hand, is intended to serve as a hand out to the Press which may edit, compress or enlarge it as deemed fit.

(*j*) *Telegram or Telex Service form.*—This form should be used only on occasions of urgency and should be concise. Clarity should not be sacrified for brevity. As a rule, no telegram should be issued where an express letter can serve the purpose. Telegrams are of two kinds, viz., Enclair telegramps and Cypher Code telegrams. The former are worded in plain language. The latter are expressed in secret language, (Code or cypher or both) but a combination in the same telegram of figures and letter having a secret meaning is not permitted, in editing, numbering and issuing of Cypher|Code telegrams, the instructions issued by the Government of India, Ministry of External Affairs in respect of external telegrams and by the Ministry of Home Affairs in respect of internal telegrams, should be carefully observed. Telegrams, other than Cypher|Code telegrams, should normally be followed by post copies.

Telegramps both Enclair and Code telegrams are sent as Telex messages through the Telex service installed in the Secretariat. When the Telex service is not functioning, telegrams are sent throught the Telegraph office.

(*k*) *Wireless message and Teleprinter message form.*—This form is used for communicating very urgent messages. Wireless messages intended for subordinate offices of the Government in the district are sent through the Police Radio Office, Madras (State Government). The cypher staff attached to that Police Radio Office will encode and decode messages in cypher.

Wireless messages intended for other State Governments and the Government of India are sent through the Teleprinter service, installed in the Secretariat or through the Inter-State Police Wireless Station (Central Government) which is also located in the Police Radio Office. The cypher staff attached to this Radio Station will also encode and decode messages in cypher.

(*l*) *Telephonic Message form.*—This form is used for obtaining urgent information from the Heads of Departments and other Offices in the city.

73. *Contents of communications.*—(i) Letters issuing from the Secretariat, shall as a rule, be complete in themselves and, as far as possible, independent of enclosures.

(ii) Correspondence shall be condensed as much as possible and repetition and unnecessary details avoided.

(iii) As far as possible, only one topic shall be dealt with in one communication.

(iv) Demi-official correspondence shall not ordinarily be quoted in official communications but this may be done at the discretion of the officer approving the draft.

74. *Communications received in Secretariat—Correspondence Rules to be enforced.*—The rules regarding the form, arrangement and contents of communications from subordinate officers to the Government are contained in the 'Correspondence Rules' extracts from which are printed in Appendix II, Rule XII of those rules requiring that communications addressed to the Government shall as a rule be complete in themselves and independent of enclosures should be enforced strictly and letters received from Heads of Departments which transgress this rule should be returned to them immediately for rectification.

75. *Communications issued from Secretariat to certain authorities—Special rules.*—(*a*) The following rules relate to communications from the Secretariat to the authorities mentioned :—

(i) *Government of India and other State Governments.*—The Government of India and other State Governments and Administrations are ordinarily addressed by letter.

In all official correspondence by letter the name as well as the official designation of the sender shall be set out at the head of every letter.

Letters to the Government of India should be complete in themselves and should contain a concise abstract of such enclosures as it may be necessary to forward.

As a matter of form it is not desirable to develop a personal touch in letters to the Government of India and the use of personal pronouns should therefore be avoided as far as possible. The following illustrations show the correct way of addressing :—

Incorrect.	*Correct.*
(1)	(2)
I am to request you to make the necessary provision of funds.	I am to request that the necessary provision on funds may be made.
I am to request you to obtain the sanction, etc.	I am to request the sanction of, etc.

(ii) *High Court.*—(1) All communications intended for the High Court should be addressed to the Registrar, High Court, in the form of letters. Any specially important letters may, however, be addressed to the Chief Justice.

(2) Demi-Official letters may be addressed to the Chief Justice or to the Registrar, High Court, according to the importance and circumstances of each case.

(C) *Between State Governments and Foreign Governments.*—State covering letter addressed to the Registrar, High Court.

(iii) *Speaker of the Tamil Nadu Legislative Assembly.*—(*a*) Communications sent by the Governor which must be dealt with by the Speaker as such, whether they are messages or orders of sanction or recommendations, or convey any requisite approval or permission, etc., should be forwarded by any Secretary to Government in the administrative department concerned demi-officially to the Secretary to the Tamil Nadu Legislative Assembly Secretariat stating expressly that the communication has been sent under the orders of the Governor and requesting that it may be placed before the Speaker.

(*b*) Communications of a personal nature from the Governor to the Speaker should go to him from the Secretary to the Governor direct.

(iv) *University.*—Communications sent to the Vice-Chancellor and the Registrar should be in letter form. Important communications should be addressed to the Vice Chancellor.

(v) *Headquarters, Andhra, Tamil Nadu, Karnataka and Kerala Area.*—Official communications intended for Headquarters, Andhra, Tamil Nadu, Karnataka and Kerala Area should be addressed to the General Officer Commanding, Headquarters, Andhra, Tamil Nadu, Karnataka and Kerala Area and not to officers by name.

If envelopes are marked 'Secret' or 'Confidential' this will ensure their being opened by an officer.

If any communication is for the personal information of the General Officer-Commanding, only an endorsement on the envelope "to be opened by the General Officer-Commanding personally or by Senior Staff Officer present" will ensure that it is opened by the General Officer-Commanding if present, or by his Senior Staff Officer, if he is on tour.

Other Military authorities.—Covers including those containing secret and confidential documents intended for Commanders and Staff Officers of Military informations, may be addressed to the officers concerned by name, but with the addition of the words "or next senior officer present".

(vi) *Commissioners of Municipal Corporations.*—Official communications intended for Municipal Corporations shall be addressed to the Commissioners through the Mayors of the Corporations and shall invariably be despatched in covers addressed to the Mayors and not to the Commissioners.

(vii) *Commissioners of Municipalities.*—Official communications intended for the Commissioner of a Municipality shall be addressed to the Commissioner of the Municipal Council through the Chairman of the Municipal Council and shall invariably be despatched in covers addressed to the Chairman and not to the Commissioner.

NOTE.—(1) Correspondence between the Government and the Commissioners of Municipal Corporations and the Commissioners of the Municipalities in their capacity as Returning Officers or *vice- versa* may be direct instead of through the Mayor or the Chairman of the Municipal Council, as the case may be

NOTE.—(2) Whenever the elected council of a Corporation is superceded by orders of Government and a "Special Officer" has been appointed, the communications addressed to the Commissioner shall be routed through the Special Officer.

(viii) *Advocate-General.*—(1) The Advocate-General is a highly placed official. References to him should go only when it is considered essential. Copies of Government Orders, etc., addressed to any of the Law Officers which do not require the attention of the Advocate-General should *never* be sent to that officer.

(2) Where the Advocate-General is to be consulted, purely for legal opinion, the Departments of Secretariat should, after obtaining orders in circulation, remit the file to the Law Department with a draft letter to the Advocate-General. The Law Department will then finalise the draft consulting the administrative department when there is any material alteration in the statement of facts, send the letter as so finalised to the Advocate-General and obtain his opinion. In very urgent and secret cases, however, the Advocate-General may be consulted direct, after obtaining orders in circulation.

(3) Letter asking for the Advocate-General's opinion on Bills or Proposals for Legislation should also be sent to Advocate-General through the Law Department.

(4) The Advocate-General does not himself generally appear in cases, but only leads the subordinate Law Officers whenever he is required to do so. The words 'enter appearance' should appropriately be used only in the case of the deputies, and when Government consider that the Advocate-General, should appear; the terms to be used should be. "The Advocate-General, Madras is requested to appear" Codies of letter, etc., addressed to either the Government Pleader or any other Law Officer enquiring about the result or stage of a particular case or requesting him to send copies of judgment or order of the High Court or Proceedings should not be sent to the Advocate-General. All routine correspondence should be addressed to the Government Pleader, Madras. While orders requesting him to appear or lead any of the subordinate Law Officers, as the case may be, can be communicated to him direct, all enquiries about the result or stage of a particular case or request for copies of judgment or order of the High Court, or Proceedings, should be addressed only to the appropriate Subordinate Law Officer.

(5) It is not proper to ask him to explain matters, etc., in a routine way. It is also desirable that no reference should go to him, except on the orders of Ministers ; and

(6) Any matters connected with the claim of fees, etc., where it is proposed to ask him to reconsider or where any language which suggests criticism of the Advocate-General has to be used the file should be circulated to the Chief Minister through the Chief Secretary. The payment shall be made as per the rates fixed by Government in the Public Department from time to time.

NOTE.—1. The above procedure shall not apply to the Legislative Assembly Secretariat whenever it consults the Advocate-General under the direction of the Speaker or a Committee of the Lgislature.

NOTE 2.—While addressing the Law Officers of the Government in Madras City and Particularly the Advocate General, who is the highest Law Officer of the Government, or while issuing instructions to them care should be taken to see that the language employed in addressing them is polite and courteous. Words such as "the Government direct" should not be used, but instead, the instructions should be conveyed in the form of a request.

NOTE 3.—In cases where it is proposed to consult the Advocate General for legal opinion, the files should be circulated to the Minister for law in addition to the Minister in-charge. This procedure has necessarily, to be followed even in cases where any State owned Corporation wants to consult the Advocate General in his official capacity. In extremely urgent cases, the Department of the Secretariat concerned may orally obtain the orders of Minister for law and then consult the Advocate General.

(ix) *Tamil Nadu Public Service Commission.*—Official communications intended for the Tamil Nadu Public Service Commission should be addressed to the Secretary to the Commission.

(x) *Other authorities and private persons or bodies—Use of honorifics.*—In all official correspondence, the following honorifics should be prefixed to names irrespective of the race or religion of the person concerned :—

	Man.	*Woman.*
Indian Nationals	Thiru (திரு)	Thirumathi (திருமதி) if married and Selvi (செல்வி) if unmarried
Other Nationals	Mr.	Mrs. or Miss. as the case may be

Note (1).—Thiruvalargal (திருவாளர்கள்) "Thirumathiyar" (திருமதியர்) and "Selviar" (செல்வியர்) should be used as plurals for "Thiru". "Thirumathi" and "Selvi" respectively.

Note (2).—While addressing, companies, firms, etc., bearing personal names, the honorific "Messrs." should be used in English Correspondence and the honorific "Thiruvalargal" in Tamil Correspondence.

Example.—Firms bearing Personal names.

For Correspondence in English.	*For Correspondence in Tamil.*
1. Messrs. Spencer & Co.	திருவாளர்கள் ஸ்பென்சர் & கம்பெனி.
2. Messrs. King & Co.	திருவாளர்கள் இங் & கம்பெனி.
3. Messrs. Kalyanam & Co.	திருவாளர்கள் கல்யாணம் & கம்பெனி.

While addressing companies, firms, etc., bearing impersonal names, the use of honorifics should be dropped, both in English and in Tamil correspondence :

Example.—Firms bearing Personal names.

For Correspondence in English.	*For Correspondence in Tamil.*
1. The A.C.C., Madras.	தி ஏ.சி.சி., சென்னை.
2. The Universal Book House, Madras	தி யூனிவர்ஸல் புக் ஹவுஸ், சென்னை.
3. The Neyveli Lignite Corporation	தி நெய்வேலி லிக்னைட் கார்ப்பரேஷன்.

Medical and Veterinary practitioners (except those who hold miiltary rank), whether in the service of Government or not, should be addressed by the courtesy title of "Dr." before their names and with their degrees, licences, etc.,

76. *Government of India's Instructions in regard to channels of communication between State Governments and (1) Foreign Missions in India, (2) Indian Missions in Overseas countries and (3) Foreign Governments*—

(A) *Between State Governments and Foreign Missions in India.*—All official communications, with foreign Missions in India should normally only be addressed to and by the Ministry of External Affairs. Should any Communication be addressed by a foreign Mission direct to a State Government, including invitations to Ministers, Senior Government Officials, etc., to visits abroad, the latter should consult the Ministry of External Affairs at the earliest opportunity. A reply will be sent by the Ministry of External Affairs who may, alternatively ask the State Government to send a reply adding a polite request that such communications should, in future, be addressed to the Ministry of External Affairs.

(2) There is no objection to direct correspondence between the Consuls-General, Consuls and Trade Representatives of Foreign Governments and the Deputy High Commissioners of Commonwealth Countries in India on the one hand, and State Governments on the other, on routine matters such as a request for factual information of a non-confidential nature on technical subjects. When in doubt, the advice of the Ministry of External Affairs should invariably be obtained. If security considerations arise, the Ministry of Home Affairs and|or the Ministry of External Affairs should be consulted.

(3) Correspondence which relates to a matter involving, directly or indirectly, a question of policy or one which, though not initially, may eventually raise a policy issue, should be made only through the Ministry of External Affairs.

(4) The Registrars-General of Births, Deaths and Marriages of States in India may forward certificates of births, deaths and marriages in respect of Foreign Nationals to the Foreign Missions concerned direct.

(B) *Between State Governments and Indian Missions in Foreign Countries.*—(1) There may be direct correspondence between State Governments and the Indian Missions abroad on routine matters, provided copies of such correspondence are endorsed to the Ministry of External Affairs as well as to the administrative Ministry concerned. The following types of cases belong to this category :—

(*a*) Enquiries relating to births, deaths, residential addresses, antecedents, whereabouts and welfare of Indian Nationals residing abroad or in India.

(*b*) Verification of statements that may have been made by certain applicants for securing Indian or Foreign travel documents.

(*c*) Verification of the services of ex-employees of Foreign Governments, their medical examination, etc., and *vice versa*.

(*d*) Petitions and complaints from Indian Nationals asking for miscellaneous kinds of assistance either from a Mission abroad or a State Government in India.

Correspondence on questions of policy should invariably be sent through the Ministry of External Affairs.

Exceptions.—Correspondence on the following shall continue to be sent through the Ministry of External Affairs :—

(i) Completion of D 1.91 N.R.P. 78 and 127 Forms of relatives of Indian Residents in South Africa.

(ii) Entry of educated entrants into South Africa.

(iii) Applications for temporary visits and entry into South Africa.

Transmission of judicial documents.—Once, however, the documents have been transmitted, all further correspondence in the matter may take place between the State Government concerned and the Indian Mission abroad, copies of correspondence being sent to the Ministry of External Affairs, for information.

(2) Subordinate Officers of State Governments are not authorised to correspond direct with Indian Missions abroad.

Exceptions.—

(i) *Between a Licensing Authority and Indian Missions abroad.*—Licensing authorities in India authorised to issue licences, under the Indian Arms Act and the rules framed thereunder may enter into direct correspondence with the concerned Indian Mission abroad in connection with the renewal of a licence granted by the latter, or the grant of a licence to a person residing in Nepal. Copies of the communications made should, however, be simultaneously endorsed to the Ministry of External Affairs.

(ii) *Between Directors of School Education, Collegiate Education|Technical Education|Medical Education, etc. and Indian Missions.*—Directors of School Education|Collegiate Education|Technical Education|Medical Education, etc. or other officers holding equivalent posts in the States may correspond direct with Indian Missions abroad in reply to the latter's request for verification of the educational qualifications and service rendered by teachers who were initially employed in India.

(iii) *Between the Registrar General of Births, Deaths and Marriages and Indian Missions.*—When Indian Mission or post abroad is approached by Indian Citizen for a copy of a certificate of birth, death or marriage, the Mission may enter into direct correspondence with the Registrar-General of Births, Deaths and Marriages of the State Government concerned. The Mission or Post should also recover, on behalf of the Registrar-General, the requisite fee for the issue of such a certificate. The head of account to which such a fee is to be credited shall be indicated by the Registrar-General.

(iv) When a Foreign Government approaches an Indian Mission for the grant of an emergency certificate to person of Indian origin to enable that Government to deport such person to India for violating local laws, the Mission, unless specific orders to the contrary exists, e.g., in the case of Sri Lanka, should contact the district authorities in India directly and satisfy itself that the person concerned is an Indian Citizen in accordance with the constitution of India or|and the Citizenship Act, 1955 and in accordance with such executive instructions as the Government of India may have issued or may issue, in future in regard to Citizenship. Copies of all such correspondence should simultaneously be endorsed to the Ministry of External Affairs. If a Mission|Post abroad considers that a particular deportation of Indian Nationals, it should obtain the prior orders of the Government of India from the Minstry of External Affairs before issuing emergency certificate to or agreeing to the deportation of the persons concerned.

(C) *Between State Governments and Foreign Governments.*—State Governments should not correspond directly with Foreign Governments. Normally, such communications are not acted upon by the Foreign Governments concerned, but are made over by them to the appropriate Central Authority. The proper channel of communication with Foreign Governments is the Government of India in the Ministry of External Affairs, and the Indian Diplomatic Post in the country concerned or, where there is no Indian Diplomatic Post in the country concerned or where there is no Indian representative, channel deemed appropriate by the Ministry of External Affairs.

Exceptions—

(i) *Between Police Authorities in India and Sri Lankan Authorities.*—Police Authorities in India and Sri Lanka may correspond directly with each other on routine matters relating to the control of emigration or the investigations of specific crimes of a non-political nature, such as murder, dacoity, robbery, burgalry, etc.

(ii) *Between State Governments and Sri Lankan Authorities.*—The State Governments should reply directly to enquires received by them from the Sri Lankan Authorities on purely routine matters such as the antecedents of ex-employees, the whereabouts of individuals and other matters of a routine nature not having any policy or political implications.

(iii) *Between Indian Courts and Foreign Courts.*—Indian Courts responsible for enforcing Foreign maintenance orders may correspond directly with Foreign Courts on routine matters relating to such maintenance orders, and the remittance of payments due under them similarly, the Malaysian Commissioner, Labour Federation, and the Indian Commissioner for Workmen's Compensation may correspond directly.

If a communication is received by the State Government direct from an official of a Foreign Government, a polite reply should be sent to the Foreign Government official direct stating that he may address the State Government through the Government of India's representative in that country. At the same time the Indian representative in the other country should also be informed of the contents of the communication received and of the nature of the reply that the State Government desire should be given to the Foreign Government Official concerned.

(D) *Between Central|State Governments and Private Individuals| Organisations Abroad.*—Ministries of the Government of India, their attached and subordinate offices, State Governments and other Governmental organisations in India may correspond directly with appropriate individuals, non-official organisations abroad on routine matters. Copies of such communications need not be sent to the Indian Missions concerned abroad, if it is unlikely that the matter will subsequently have to be pursued further through the agency of those Missions.

The term "Governmental Organisations" also includes Municipal Committees, District Boards, Bodies of Port Commissioners or other authorities legally entitled to or entrusted by the Gvernment with the control or the Management of a Municipal or a Local Fund.

(E) *Between Local Bodies and Foreign Governments*.—Local Bodies should be advised by the State Governments that when they receive a communication from abroad, including invitations to visits abroad they should refer it to the State Government along with the proposed reply, for instructions. If the matter under correspondence is of a routine and non-political character, and the communication is not from a Foreign Governmental authority, the State Governments may authorise the Local Bodies to send a reply direct. But if a political issue is raised, or it appears that the correspondence may have important or embarrassing implications, the advice of the Government of India in the Ministry of External Affairs should be sought.

MISCELLANEOUS.

(1) The Indian Mission in the country concerned should be kept fully informed about important orders or contracts being placed or negotiated direct with foreign firms or industries by Ministries of the Government of India, or other Governmental authorities. Failure to do so, places the Indian Missions concerned in an awkward position when enquires are made from them in regard to such matters, and they have no information on the subject.

(2) *Invitations to Foreigners to visit India*.—No invitations should be sent by a Government, semi-Government institution, or organisation or Local Body in India to official or non-official delegations from foreign countries to visit India, nor it is desirable that private organisations do so, without consulting the Ministry of External Affairs as well as the Ministry of Home Affairs. Whenever it comes to note that an invitation is being extended to a foreign delegation by any organisation, Government or private, the organisation should be advised to do so through the Ministry of External Affairs. An "invitation" in the above context, includes an invitation for participation in fairs and exhibitions.

(3) *Indian Delegations visiting Foreign Countries*.—An organisation, Government or private, intending to send an Indian delegation abroad should be advised that an invitation to send an Indian delegation to visit a foreign country should not be accepted without the knowledge and consent of the Ministry of External Affairs. Such organisations should also be informed that, if the Ministry of External Affairs is not kept in the picture, it may not be possible for it to render facilities in the matter of passports, etc., or other necessary assistance to the delegations. If any facilities in a foreign country are required by visitors|visiting delegations from India, the Ministry of External Affairs should be approached immediately for the purpose. No direct approach in the matter should be made to foreign Missions in India. When there is no time to do so, Indian Missions abroad may be approached direct, copy of the request being simultaneously endorsed to the Ministry of External Affairs. Communications of this kind should indicate clearly what specific facilities are required. If the visit is one in which the Government of India is directly concerned, it should be specified whether—

(*a*) transport arrangements are required at the time of arrival and during the visit ;

(*b*) hotel accommodation is required. If so, the status and pay as well as full details of the accompanying families, etc., should be given.

(*c*) any payments have to be made by the Missions abroad. If so, the requisite sanctions should be forwarded as early as possible. All such sanctions should be specific in regard to compensatory allowances, the party's entitlement of railway fares, daily allowances, etc., and whether any salaries or other allowances are to be paid in foreign currencies.

77. *Instructions in regard to direct correspondence between Heads of Departments of this State and their counterparts in other States in India.*— The Heads of Departments of this State can correspond direct with their counterparts in other States in India on matters of rountine and non-controversial nature. They should, however, send to Government in the administrative department copies of such correspondence for information.

Correspondence on all important and policy matters of controversial nature should, however, be routed by the Heads of Departments through the administrative department of the Government.

CHAPTER VII.

REFERENCING, NOTING AND DRAFTING.

Section I—General Instructions.

78. (a) *Secretary.*—The Secretary is the official head of his department and it is his duty to take efficient steps for the prompt despatch of business in his department. In cases of exceptional urgency the procedure laid down must be expedited by all possible means. Personal communication (by telephone or otherwise) should be freely resorted to with a view to reduce the volume of noting.

(b) *Additional, Joint and Deputy Secretaries.*—The duties of these officers are to assist the Secretary who shall, however, delegate sufficient responsibility and authority to them so that the work in the department is handled smoothly and efficiently. Policy matters and all important matters should be dealt with in consultation with the Secretary who will be in overall charge of the department.

(c) *Under Secretary.*—The functions of the Under Secretary are to control and supervise the sections placed in his charge. He will instruct them how to deal with papers, both generally and in individual cases, and see that such instructions are carried out and that papers are properly handled. It is his duty to check delay, superfluous noting and prolixity of language, whether in notes or drafts, and enforce the rigid observance of all rules in regard to such matters as the form and scope of office notes and drafts, the communication of copies of documents as enclosures, referencing, the citation of precedents and authorities, indexing, the nature of records that should be printed, and the editing of matter for the Press. In accordance with the recognized practice and such specific instructions as the Secretary may issue from time to time, he may pass final orders approving proposals which are of a routine nature or which require only the formal sanction of Government. In other cases, he will see that points on which orders are required are clearly and concisely set forth, and will ordinarily express his own views on them. When the Government have passed orders on a case, he should see that those orders are conveyed completely, accurately and clearly without unnecessary verbiage to those whom they concern, and that all points for orders are dealt with in the communication to be issued.

Noting and drafting on a case of a difficult or complicated nature should as far as possible, be done by the Under Secretary who should make free use of Personal Clerks and utilize the service of Assistant Section Officers and Section Officers for the collection of statistics or papers or any information which he may require. In some cases he may save delay and trouble by indicating appropriate disposals on papers when received in the tappal and drafting on papers immediately on their return from circulation. In the case of papers received unofficially from other departments it is often possible for him to note at once on receipt.

(d) *Section Officer.*—The Section Officer is responsible generally for the prompt, steady and efficient despatch of work of his section. He is personally responsible to keep a watch over time-marked references received in the section, where final replies have to be sent or final orders issued before

a particular date and take appropriate action to put up the cases to the officers in time. He must constantly examine the cases pending with his Assistant Section Officers to see that they do not delay them; he should advise his Assistant Section Officers as to the manner in which they should deal with individual cases and should encourage them to come to him for advice whenever they have doubts. He should insist on his Assistant Section Officers studying the currents and beginning to collect papers for reference immediately on their receipt. He should check any tendency to unnecessary and too elaborate research on matters not pertaining to the issue in question. He should see that currents are put up quickly and according to the nature of their urgency and that they are properly referenced. He should check prolixity in noting. The chief merits of a good note being lucidity, completeness and brevity, he will see that they are constantly kept in view both by himself and his Assistant Section Officers. The Section Officer is not expected to express views or suggest what orders should be passed except where they necessarily follow from some provision of law or rule or are in accordance with precedent.

Note.—The above directions will apply *mutatis mutandis* to Assistant Section Officers who submit papers direct to Officers.

The Secretary or other Officer will decide what papers or classes of papers dealt with by Assistant Section Officers shall pass through the Section Officer on their way to the Secretary or other Officer and what papers shall be submitted direct. From time to time the Section Officer will scrutinise a file, picked out a random or for some special reason, from the files that the Assistant Section Officers have dealt with and are authorized to submit direct, on their way to the Secretary or the Under Secretary. Such files, he will initial, after taking such action in regard to them as he may find necessary.

Papers returning from the Secretary will pass the Section through the other Officers concerned and all papers returning from those officers will pass to the Assistant Section Officer concerned through the Section Officer. From the notes written by those officers and their modifications of the drafts put up by the Assistant Section Officers, the Section Officer will know what each Assistant Section Officer is capable of what help and guidance he requires and where he is liable to fail and must therefore be watched.

The Section Officers are authorised to pass final orders in respect of the following cases :—

(1) Sending of files to Bills section for certifying eligibility for leave, for making entries in the Service Books, requesting particulars of loans and advances sanctioned or to be sanctioned.

(2) U.O. references by other departments or sections calling for records or requesting the tracing of lost records or files.

(3) All currents (including Government Orders) which are sent only for information and not for action.

(4) Issue of acknowledgment for records or communications received.

(5) Lodging of advance copies of petitions when there are no minutes of Ministers or orders of Officers.

(6) Calling for old records from the Tamil Nadu Archives.

(7) Return of references from Heads of Departments asking for copies of orders.

(8) Furnishing of periodical reports to the consolidation section where the particulars called for are 'nil'.

(9) Dealing with agenda, list of questions and list of papers placed on the Table of the House received from the Legislative Assembly Secretariat.

(10) Intimation of assumption of charge by officers and perusal of C.T.Cs.

(11) Closing of papers relating to Tour Programme of Heads of Departments and Ministers and other Officers.

(e) *Assistant Section Officers.*—Assistant Section Officers should assist the Section Officer in all stages in dealing with a paper. They should study the currents immediately on receipt, collect papers without delay and put up notes and drafts. They are responsible for complete and accurate referencing and for the proper arrangement of a case. They should assist the Section Officer when he deals with cases himself by procuring previous papers, etc. They should cultivate methodical and business like habits. They should freely seek the advice and guidance of the Section Officer whenever they have doubts or difficulties.

79. *Points to be attended to immediately after currents are registered.*—After the currents are registered the following matters should be immediately attended to:—

(1) *Scrutiny of currents with reference to "Correspondence Rules".*—Assistant Section Officers shall ensure that arrangement of communications received by them conforms to the "Correspondence Rules". (*See* Chapter IV—Forms and Rules of Correspondence). In trifling cases they shall make the necessary corrections; otherwise they shall bring the matter to the notice of the Section Officer who will take orders whether the communication in question should be returned to the officer concerned for resubmission in proper form.

(2) *Copy to be made of communications which are not legible.*—A legible and clear typewritten copy of every communication which is not readily and easily legible shall be made. It will then take the place of the original in the case, the original being placed at the bottom of the case and a note to that effect being made on the copy.

(3) *Tagging of currents and enclosures.*—Except in the case of bulkey papers, all the stitches of threads are cut off and the communication and the enclosure arranged below it chronologically, punched in the left hand corner at the top about an inch inside and a single tag is passed through the hole so that the pages may be turned freely and read conveniently. Papers must not be tagged untidily nor must the hole be poked in the papers with the printed end of the tags.

(4) *Arrangement of enclosures.*—If the enclosures are bulky and inconvenient for punching they are kept below the communications and treated as "put up" papers for reference purposes. The enclosures received should be checked carefully and the result noted on the communication and the Assistant Section Officers should verify whether the enclosures sent in original with a reference to an outside office have been completely returned. If an enclosure is not received the sender of the communication should be immediately informed; in urgent matters by telegram.

(5) *Adding currents to case—Use of current and note file sheets and appropriate pads.*—A paper relating to a pending case will be added to the current or note file and a new current which does not relate to a case already pending will, after a current file or note file sheet is added to it at the beginning

be put in appropriate pads buff with white tape for 'ordinary' papers, buff with red tape for 'urgent', blue for 'special' and yellow for 'Legislative Assembly'. The use of these pads is described in Chapter XXV—'Miscellaneous'.

(6) *Page numbering.*—Pages should be numbered continuously. Both sides of each leaf should be numbered even though one of the sides may be blank. The numbering of the front and back pages should be done at the right and left hand top corners respectively. Old page numbering, if any, should be erased or scored out neatly and clearly. Over-writing should be avoided.

(7) *Punching of adhesive stamps.*—All court-fee stamps affixed to documents received in the office should be punched through the figure-head if that has not already been done by the Assistant|Assistant Section Officer in charge of Tappal; in regard to those affixed in excess of legal requirements a certificate will be issued to the party concerned in accordance with Standing Order No. 96 (2) in the Tamil Nadu Stamp Manual.

80. *Preliminary points for action.*—(1) *Transfer of currents.*—A paper belonging to another Department of the Secretariat should immediately be put up to the Under Secretary concerned with an Unofficial Note transferring it to that department. Such papers may also be transferred on the orders of the Section Officer if he has been specifically authorized to do so.

(2) *Treatment of currents containing points for orders in more than one department or section.*—In the case of a communication received in one Department of the Secretariat containing matter which requires orders in another Department of the Secretariat, an extract of the portions relating to such matter should be forwarded immediately to the other department under the orders of the Under Secretary concerned. A similar procedure should be adopted in regard to portions in a communication relating to another section or sections in the same department.

(3) *Preliminary action on important communications.*—In the case of an important communication from the Government of India of the first report of an occurrence which under the orders in force should be reportd to the Government of India by telegram, the instructions in *Business Rule* 29 should be complied with.

(4) *Acknowledgment of communications.*—Letters from representatives in India of Foreign and Commonwealth Governments, or from Ambassadors of India in other countries, or from non-official bodies such as Chambers of Commerce, etc., or from non-officials including Members of Parliament and the State Legislatures or D.O. letters from prominent officials such as Secretaries to Government of India, should be acknowledged immediately on receipt. Such an acknowledgment will not be necessary if in any case the final reply itself could be sent within about a week. In cases where immediate acknowledgment is not made, every effort should be taken to see that the final reply is sent within that time-limit.

In the case of representations received from the Members of the State Legislature and Members of Parliament final replies should be sent from the Minister concerned after they have been examined by the departments.

(5) If there is likely to be delay in issuing orders on an urgent reference from the High Court or other Head of a Department, the fact should be intimated to them at once.

81. *Duty of Officers at all levels to take note of previous discussions and orders while dealing with references.*—In many cases, the shaping of Government policy and the success of important schemes of Government largely depend upon the care bestowed by officers who have occasion to deal with the files. Any discussion of an important issue without reference to its previous history would be incomplete and in some cases even dangerously embarassing. All officers should ensure that while going into a question, all previous discussions are duly taken note of. The following guidelines are laid down for the benefit of officers to carry out the above instructions:—

(1) The officers should make a thorough personal scrutiny of every paper or file before passing orders or drafting a report to their superiors.

(2) The officers should make an imaginative effort to find out whether the matter before them is likely to have had a previous history or whether a situation similar to the one dealt with in the file would have arisen in the past.

(3) The officers should study the file with a view to finding out whether there is evidence in the file itself suggesting that the matter had been considered on an earlier occasion.

(4) The officers should ensure that proper disposals are given to cases, and that the numbers of the previous and subsequent disposals are duly noted on the back of the disposal jackets.

(5) The officers should ensure that proper 'titles' are chosen for the final disposals to facilitate subsequent identification and tracing of the disposal.

(6) The officers should ensure the prompt preparation of indexes of disposals.

(7) They should ensure that the staff consult indexes before putting up notes.

82. *Order of preference in dealing with papers.*—Papers shall be dealt with as they arise, priority being given to urgent papers and communications from the Government of India.

'Special' papers.—Whenever in any section a paper or file received which is marked 'special' or should in the opinion of the Section Officer be treated as 'special' the Section Officer shall see that it is dealt with at once. If the file has to go to any officer when he is not at the Secretariat, the Section Officer will see that it is despatched at once by special Office Assistant who must be given clear instructions where to take the file on its return.

When the draft has been finally passed for issue he will see or depute an Assistant Section Officer to see that it is fair copies and despatched without delay. Sction Officers will be held responsible for any unnecessary or avoidable delay, whether the delay is actually caused by them or not, in the disposal of 'special' files and in the actual issue of orders thereon.

83. *Translation of papers.*—Petitions or other communications in the language of the State, viz., Tamil should be translated by the Section Assistant Section Officers themselves with the assistance, if necessary of the Section Officer of the section or of the staff in some other section of the Secretariat. If, in any particular case, any special difficulty in translation is experienced, the Director of Translations may be consulted by U.O.

Full translations will ordinarily be put up of petitions and brief abstracts of enclosures unless instructions to the contrary are given.

The Department issuing Government Notification, press communique, leaflet or other important papers will get them translated by the Director of Translations, where necessary. When sending requisitions for translation, the Departments of Secretariat should supply the Director of Translations with four spare copies of the notifications, etc., to be translated into the language of the State, viz., Tamil.

Petitions or other communications in the minority languages of the State, viz., Telugu, Malayalam, Kannada, Urudu and Hindi should be sent to the Director of Translations for being translated into English or Tamil, as the case may be.

84. *Reference to outside officers to be made without delay before referencing and noting.*—After the action referred to in paragraphs 79 and 80 above has been taken the Assistant Section Officer will reference the papers and carry out instructions of the Section Officer, if any, as regards the preparation of a note or draft. The system of referencing, noting and disposal are dealt with in the succeeding sections. Before, however, this is done it should be considered whether the file should be referred to any officer or authority outside the Secretariat (e.g., the Accountant-General). If so, time may often be saved by making this reference at once before the putting up of previous orders or the writing of notes is undertaken.

85. *Papers concerning more than one section—Submission to Officers—procedure.*—When a paper concerns more than one section in the same department, it will be submitted to the Secretary only after each section has noted on it. Wherever possible a comprehensive note covering all the points at issue and initialled by the Section Officers of all the sections concerned may be put up.

When a note, etc., received from another department and relating to matters which concern more than one section is submitted by a section, a certificate should be given in the office note to the effect that action is being taken by other sections on matters relating to them.

SECTION II—REFERENCING.

86. *Referencing—Collection of papers and books of reference.*—After a current has been registered and the steps mentioned in the preceding section taken, the Assistant Section Officer will study it and see whether any previous papers or books of reference are required in order to deal with it. He should consult the index in order to trace such papers. It is of great importance to put up previous correspondence bearing materially on points raised in the paper under disposal. The putting up of relevant previous papers will obviate the issue of inconsistent orders and possible wastage of time, as for example, in making a reference to some other officer, which could have been avoided if the previous papers had been traced and put up.

Every paper quoted by its number and date in a current and its enclosures should be put up. If it is a Government disposal it can be obtained from the records. If it is the despatch number of another office (for instance the number of a Collector's letter) its disposal can be found out by consulting the Personal Register. If no papers are quoted in the current and similar case has previously been disposed of the precedent should be put up. If a paper is referred to only by its subject, indexes under the appropriate heads must

be consulted for proceedings in the 'Manuscript' series. Proceedings in the 'Routine' series can be traced from the Register of Routine Proceedings and other papers from the Personal Register. Stock files maintained in the section will also help in getting relevant papers, but stock files should not be put up if this can possibly be avoided.

When bulky volumes are referred to and the passages in them bearing on the point or points at issue are not long, typed extracts of such passages and not the volumes themselves may be put up.

If the required papers are not printed and the originals or copies are not available, substitutes may be put up. The substitute for a paper which is under disposal is an extract form the Personal Register and that for a paper which has been disposed of is an extract from the index or Register of Routine Proceedings. Currents which require urgent action should not, however, be delayed unduly on the ground that previous papers or books of reference required for their disposal are not readily available.

87. *Care of papers put up.*—Particular care should be taken in handling old records. They should not be injured by attaching tags or pins or by writing on them or underlining or sidelining passages in them. Whenever it is seen that a sheet is torn or not properly stitched, the Assistant Section Officer Concerned should repair the sheet before putting up the paper in the case. Old papers should be flagged as described in paragraph 93 (*a*) below.

88. *Arrangement of cases.*—After the required references have been obtained, the papers in a case will be arranged in the manner shown below :—

A case under disposal consists ordinarily, in addition to the papers and books put up for reference, of two main portions—

(i) Current File and (ii) Note File.

These two portions are maintained separately until disposal, i.e., not tagged together and are, except in trifling cases, distinguished respectively, by separate covering sheets.

During the disposal, the arrangement of papers in a case beginning from the bottom is—

(i) the put-up papers,

(ii) the current file,

(iii) the draft where a draft is submitted,

(iv) the note file,

(v) books of reference placed at the top of the case outside the flaps of the pad.

If there is a sectional notes file in a case, it is placed immediately below the main note file.

89. *Arrangement of put-up papers.*—(i) The put up papers are placed face upwards and are arranged in chronological order, the oldest at the bottom, the next in date immediately above and so on, the latest being placed at the top. Old records should be carefully handled. Records received from the Tamil Nadu Archives and containing sheets which are fragile or otherwise liable to damage on handling should not be put up in files in original, but

only copies of them should be put up. Such documents should be returned to the Tamil Nadu Archives safely as soon as copies are taken. Other old records received from the Tamil Nadu Archives should be put in envelopes before they are put up in a file.

(ii) Noting of *put-up papers on current file sheet and their verification in unofficial transmission.*—Particulars of records which may be put in a case under disposal or removed therefrom should be noted by the Assistant Section Officers concerned over their signatures under the printed headings of the current file sheet or the note file sheet if there is no current file in a case. When a case is transmitted unofficially from one department to another, the Assistant Section Officer dealing with the case in the latter department should check the records put up therein with the list and if any record is found missing, the fact should immediately be brought to the notice of the former department through the Under Secretary concerned.

90. *Current File.*—The current file consists at the outset, of 'official' (or formal) or 'Un official' (or informal) paper or papers under disposal, to which are subsequently added the office copies of any intermediate 'officials' or 'un official' references and the replies thereto. The following papers are also added to it :—

(i) A question in the Legislature and any official or un official reference issued in connection with it and replies to such references ;

(ii) The original of the answer after despatching copies to the Legislative Assembly Secretariat should also be added to the current file, and

(iii) Demi-official communications other than from Ministers and the Governor and telephone messages.

If the Demi-official or Un official communication contains anything confidential or secret, the file to which it is added should, if it has not already been treated as confidential or secret, as the case may be, be treated as such from that time.

The papers in the current file are arranged chronologically, the papers of earliest date on the top, each current being followed by its enclosures arranged chronologically. The file is paged continuously in red ink unless the enclosures are books or are unwieldy.

In files in which references have been issued to several Heads of Departments, Collectors, etc., or in which periodical returns are due from several officers, and in respect of which action can be taken only when all the replies or returns have been received, the replies to such references or returns should not be added to the current file but should be kept separate as an enclosure file, the replies or the returns, as the case may be, being arranged according to the date on which they are received and the pages numbered in pencil tentatively. When all the replies or returns are complete and the file is taken up for action, the replies in the enclosure file should be re-arranged so as to conform as far as possible to the method in which the various points in the file are dealt with in the notes so as to reduce to a minimum the necessity for turning over the pages in the enclosure file backwards and forwards. Intermediate references for eliciting further information or for clarification of any points, and replies to such references should, however, be added to the main current file.

Ephemeral correspondence such as reminders issued and interim received shall be conveniently added to a separate routine file and numbered continously in pencil. They shall not, however, be added to the current file.

91. *Note File.*—The note file consists of the notes with unofficial references and replies thereto, demi-official communications from Ministers and the Governor and memoranda for the Council of Ministers. If a question in the Legislature is sent from the Legislative Assembly Secretariat with an unofficial note on a separate sheet of paper, the note should be the first page of the note file. The pages in the note file will be continuously numbered in a separate series in black ink and shall be references like those of the current file. At the head of the first page of the note file will be written the title of the file which should be arranged as laid down in Chapter XII—'Indexing and purports'.

92. *Need to record year in addition to date and month in Notes, Drafts, etc.*—Whenever a note, draft or order is initialled or signed in full by any Government servant, the year as well as the date and month should be shown. This rule, applies to all grade of officials and also to cases in which the date without initials is required such as dates of receipt, despatch, circulation, return from circulation, etc.

93. *Flagging reference.*—(*a*) Flags will be attached by paper fasteners and not by pins, and will be affixed to the brown docket sheet and not to any of the sheets in it. The flags should be arranged in such a way as to readily catch the eye. They will be so arranged that one flag does not obscure another. Letters or numbers printed in flage which are used to indicate papers in a case under disposal shall not be altered to AA to or A-2 or A-3, etc. In flagging papers the oldest should as far as possible be flagged first and then the later papers in order commencing with letter flags in alphabetical order and after the alphabet has been exhausted going on with number flags starting from 'I' in order. There must be only one flag for each paper put up for reference. A particular letter or number flag should not be used more than once in the same case. *Duplication of flags is a serious mistake*.

Very old decaying papers should never be flagged lest they should get torn. They should be put in envelopes and the flag affixed on the envelopes. The number and date of the record is indicated in pencil on the envelopes

(*b*) *References to books, etc.*—When proceedings, volumes or books are put up the portion of the volume or book referred to should be marked with tape or a slip of paper and not flagged. Whenever a book is referred to the number of the relevant page, paragraph, clause, etc., should be quoted. If a book or Act not included in the list of books with the officers is referred to, it should be put up with the file. Such books and Acts will be placed above the flap of the file and not under them and tied with the tape of the pad containing the case.

(*c*) *Referencing the current file and draft.*—(i) The object of noting references is to connect the whole case so that an officer reading the file may have no difficulty in finding the references.

The number and date of every paper to which reference is made in the current file or draft or to which a reference is necessary and which is not noted fully in the correspondence must be noted in the margin in pencil. The page of the paper at which the reference should be looked up must also be entered. Every paper put up must be flagged. Wherever a reference to this paper is made in the current file or draft, the letter or number of the flag is indicated in pencil on the margin against the paper quoted. This method of indicating papers by flags is also followed in notes. It should be remembered that it is not sufficient to note he letter or number alone of the flag. The number

and date of the paper flagged and referred to should be noted as well otherwise it will be difficult to locate there references once the flags are removed or accidentally get detached.

(ii) *Flags not to be attached to current file.*—No flags may be attached to the current file and note file under disposal. References to these will be made by quoting the number of the page, e.g., " p. 6 c.f., " or " p. 6 n.f.., "

(iii) *Underlining or sidelining of currents to be avoided.*—Unnecessary underlining or sidelining of currents should not be made. When special reference is sought to be invited to a particular portion in a paragraph, that portion should be indicated by a letter of the alphabet and reference should be made to it.

94. *Referencing the note file.*—All references to authorities quoted shall as far as possible, be made in the body of the note at the end of each sentence within brackets, the number or letter borne by the flag attached to each alone being noted in the margin in pencil, red chalk or red ink. For every statement made in the note, except expressions of opinion, an authority must be cited. If such an authority is found in the current file, the page at which it is to be found and the number of the relevant paragraph on such page should be noted. When it is contained in a previous disposal the number and the date of such disposal, the number of the page in that file, the number of the paragraph which contains the relevant information will all be noted, the flag being indicated in the margin.

When Legislative enactments are referred to they shall be quoted by their proper short titles as given in the list of Acts and Regulations.

95. *Chaining of papers.*—(*a*) Papers shall be ' chained ' by the subject Assistant Section Officer entering the number and department of the current under disposal on the docket sheet of the latest order in the column " further papers " or on the face of the outer most sheet in the case of ' Lodged ' and other papers without a docket.

(*b*) The Assistant Section Officer shall ensure that, in each of the originals of the orders and papers put up with a case, the order or paper immediately preceding as well as that immediately succeeding each order or paper is noted. Chaining shall always be carried out in ink by the concerned subject Assistant Section Officer and shall not be delegated to a Record Clerk.

96. *Linking of files.*—(i) *Mode of linking.*—When it is necessary to refer in one file to a paper in another file that has not been disposed of, the two files will be ' linked '. i.e., the file put up for reference will be put under the other file and the strings of the lower file, but not its flaps will be tied round the upper file. The strings of the upper file will be tied underneath it in a bow out of the way so that there may not be the trouble of untying and retying two sets of strings. Each file with thus be intact with its note file, current file and reference files, properly arranged in its own pad. The two pads must not be put together at the bottom with the contents of the two files together above them.

When files are ' linked ', distinguishing slips, such as " Two cases for orders ", " L.F. for Orders " and " L.F. for reference only " should be put up in a prominent place in the concerned files

(ii) *Restrictions on linking of files.*—Files are not to be ' linked ' unnecessarily or merely because they deal with similar cases, but only when it is absolutely necessary to refer to a paper in one file in order to dispose of the other or when he orders pased on the one will apply to the other.

Where a linked file is referred to in a case, the reference should invariably give the current number and department of that file so that it could easily be identified after it had been detached. If the linked file is disposed of finally in a Government order or otherwise, while the main case yet remains unclosed, the disposal number of the linked file should invariably be entered. If the disposal is put up in the main case, necessary alterations in the references should be made.

On no account should a pending file be flagged and put up for reference in a case. Where a reference to it is absolutely necessary, it should be linked. In most cases, an extract of the relevant portion should prove to be sufficient.

If in a linked file further action remains to be taken or arises to be taken, on no account should it be deferred because the file happens to be linked with another case. If the linked file and the principal case belong to the same section, action on both should simultaneously be taken. If however the linked file belongs to another section or department and is not immediately required for the disposal of the principal case it should be detached and sent to it without delay under the orders of the Under Secretary.

Where the principal case and a linked file on the same issue and a single disposal could be put up on both the files, they should wherever possible be combined and dealt with as a single case after making necessary alterations to references, page numbers, etc.

(iii) *Referencing in linked files.*—Whenever it is found necessary to refer to a linked file or a top file, as the case may be in the office note, the current number of the file concerned should also be noted, [(e.g.) please see page 6 c.f. of L.F.I. (C. No. 635/87). Please see page 3 n.f. of top file (C. No. 356/87).]

SECTION III—NOTING.

97. *Noting.*—Papers, after being referenced, are, unless otherwise specially ordered, submitted to the officers by or through the Section Officers of sections with a note or draft reference or disposal, as the case may be.

98. *Object and contents of a note.*—The aim of a full initial note should be to present in the most intelligible, condensed and convenient form possible, the facts of the case to be dealt with including where necessary its past history, the points for decision, useful precedents and the material provisions of the law or rules governing it, supported by full reference to the current file or to previous correspondence and to Acts or other official publications, enabling every fact stated to be verified and every authority cited to be consulted in original. The section and the Under Secretary must satisfy themselves that proposals submitted to Government do not offend either the provisions of any statute or those of any rule whether statutory or executive, that calculations are accurate and facts correct. In cases of importance, precedents or decisions on analogous cases should be referred to especially if they are in conflict with the proposals under consideration in order both to secure a reasonable degree of continuity and consistency and to abviate the wastage of time involved in reiterated discussion of identical or similar points.

99. *Method of noting.*—(i) No notes must be written on the current itself except very simple ones. Notes shall be written or typewritten on paper of foolscap size with one-third margin prescribed for the purpose and on both sides of the paper, blank sheets being added where necessary before submission to officers or before circulation. No note shall be written in the margin unless

it is very brief. When an officer writes a question in the margin of the note, the reply to it is to be written in continuation of the note and not in the margin. The Officer's question will, if necessary, be copied out afresh at the end of the notes and the answer written below the copy or the letters A, B, C, etc., will be written boldly against each question and the answers marked with the corresponding letter entries written at the end of the note. If the officer writes any questions or drafts or currents, they will be similarly dealt with and the answers written in continuation of the note ; and if a note file has not been opened already one will be opened for the purpose.

No notes shall be written below a draft disposal unless it is a very simple one and no further note is likely to be added by the officer.

Handwriting should be legible and tidy. All long notes should, as far as possible, be typewritten. If there is much correction in the note, it should be re-written or typed.

A tabular statement in a note shall follow the portion of the note relating to it and not be detached. Big statements may, however, be put up separately with a flag.

At the head of the first note in the note file will be written in red ink the 'Title' of the file which should be arranged as laid down in Chapter XII "Indexing and Purports". The current number, the officer, from whom a communication is received and the number and date of such communication are entered in red ink below the title. The note is written below this entry. Against each red ink entry in the note file relating to the receipt or despatch of a communication, the number of the page or pages of the current file at which the paper in question is to be found will be entered to facilitate reference to the correspondence.

The note connected with any subject will run continuously from the inception of the file until orders are passed. Paragraphs of each note shall be numbered. Should a note result in an intermediate reference, the office copy of the letter is placed after issue in the current file and the reply to it is also added to that file chronologically. The nature, number and date of the reference are then noted in red ink in square brackets in the proper place in the note file. When a reply is received, its current number and the authority from whom it is received, with its number and date, are entered in red ink below the bracketed entry and a new note with reference to the new current is written in continuation. Below each note completed, the Assistant Section Officer or Section Officer who prepared it should put his initials and date in the left-hand corner. When the case is finally disposed of its disposal number and date shall be inserted within square brackets at the end of the note file.

(ii) *Sectional notes*.—When there are in a single case several points for orders which, in the opinion of the Secretary or other officers of the grade of Under Secretary and above, can be more conveniently dealt with separately than in a continuous note or a Minister directs by general or special order that such a course should be adopted in any case or class or cases submitted or to be submitted to him, each point shall be separately noted on in "Sectional notes", the officers of the grade of Under Secretary and above noting after the office note on each point and space being left after the last officer's note in each case for the Minister or the Governor to note. The notes on each point should begin on a fresh sheet of paper and after each such separate sheet a

sufficient number of blank sheets should be added for the use of officers. Such separate notes may, if necessary, be preceded by notes dealing with the subject as a whole and not with individual points for orders, e.g., with matters of principle.

(iii) *Paraphrase of current, etc., to be avoided in a note.*—In some cases, perusal of the paper under consideration will be sufficient and nothing is required beyond a brief suggestion for action. When a note is required, it should be a statement of the case showing more or less in detail according to the importance and stage of the case, the question for consideration, the circumstances leading up to it, the rules and the precedents bearing on it and the suggestions for action.

As it is always assumed that the paper under disposal will be read by the officer to whom it is submitted, the note should not reproduce or paraphrase the current. Least of all should it reproduce or paraphrase notes of another Department in the same file. Elaborate financial cases and complicated schemes relating to establishments require different treatment from most other classes of cases. They involve the decision of a large number of individual questions and may possibly be recapitulated or represented in the office note to an extent that is improper as a general rule.

Though no paraphrase of a current or another department note is permissible, a note should supply deficiencies or omissions and correct any error or explain any ambiguity in it and draw attention to points on which fuller information may be necessary before orders can be passed. If a report is full, accurate and clear, a short note summarising the salient points on which orders should be passed will be sufficient.

A precis of the contents of a single paper shall be made only when it is of great length and complexity and neither such precis nor a precis of the contents of the file or history of the case shall ordinarily be prepared without the orders of an officer. When a file is submitted for orders, the proposals should, wherever possible, be embodied in the form of a draft.

(iv) *Scope of further noting in a case.*—It may be observed that as each note written in succession of the first office note is intended to advance the case a step towards its disposal, it is evident that its province should be restricted to such an end. It should not, as it often done, repeat the facts and arguments already summarized in the office note unless the latter is inaccurate, too diffuse or unmethodical; unnecessary noting should be studiously avoided.

(v) *Office not to give suggestions or opinions in notes.*—In noting, Section Officers and Assistant Section Officers should bear in mind that opinions and suggestions, unless they are specifically founded on statute, rule or precedent or are clear from the nature of the case are the province of officers of the grade of Under Secretary and above. It is therefore presumptuous for Section Officers and Assistant Section Officers to give expression to personal views unless specially asked to do so. Hence, it follows that in writing notes, Section Officers and Assistant Section Officers, should refrain from making use of the first person.

(vi) *Reference to a note in a previous case permissible.*—In the absence of any orders to the contrary it is not necessary to set forth afresh any summary of facts or discussions of principles which already exist in an adequate form in any previous files. It will be sufficient in such a case to draw attention to the previous file, and then add such fresh matter as may be required.

But, great care should be taken not to overlook any new points. It may be sufficient simply to refer to the notes in the previous file, but it should be carefully verified whether there are any fresh points raised in the later communications, and if there are, they should be noted on.

(vii) *Removal of ephemeral matter*.—Before a case is submitted for orders, all ephemeral matter in the current file and in the notes should be removed and placed at the bottom of the case so that the Officers, Ministers, etc., may be saved unnecessary reading. It is desirable that editing of this nature should be done before the case is submitted to the Secretary or Deputy Secretary or Officers of the grade of Under Secretary concerned. Demi-official communications which do not contain any information, comments or suggestions relevant to the disposal of the case, reminders, replies to reminders and note relating to them should be treated for this purpose as ephemeral ; they should never be placed in the ordinary current or note file but should be placed with the " Routine notes ", etc., at the bottom of the case. They should be kept there until the file is finally disposed of and should then be destroyed. If however, any enquiry as to the cause of delay in the disposal of the file is pending or is contemplated, then they should not be destroyed till the enquiry is completed. The " Routine notes " including notes asking Section Officers or Assistant Section Officers for information or explanations, notes asking for papers and notes relating to reminders should not be written in the main note file, but on separate sheets of paper. Before a case is sent in circulation, not only should the current file and the note file be edited in the above manner, but unnecessary put up papers should also be eliminated.

(viii) *Revision of notes by Section Officers and other Officers*.—Not more than one note shall be submitted by the office on each case (or on each point for orders where sectional notes are put up), the Section Officer of the branch or section re-writing or modifying the Assistant Section Officer's note if he cannot accept it. The office note may be similarly treated by the Under Secretary to whom the case is submitted if he thinks fit. If the Secretary or the officers of the grade of Under Secretary and above concerned considers that the office note is incorrect or unduly prolix, he should correct it or modify it and have it typewritten as his own note.

Where the notes or drafts put up by an Assistant Section Officer are corrected or revised by the Section Officer, the Original notes and draft should be kept at the bottom of the file separately tied, so that the officer in-charge of the section may be able to estimate the quality of the work done by the Assistant Section Officer and the kind of check exercised by the Section Officer over the work of his Assistant Section Officers.

When a draft or a note is re-typed as amended by the officers of the grade of Under Secretary and above, the initials of the Assistant Section Officer, etc. who put up the original draft or note should be omitted, the initials of the officer who last corrected the draft or note only being typed, thus indicating his responsibility for the revised draft or note.

(ix) *Avoidance of cumulative noting*.—Among different officers dealing with a case within a department, cumulative noting should be avoided as far as possible. This can be secured by oral discussions between the officers concerned. Similarly talks with the Section Officers concerned will help to secure that the noting proceeds on correct lines and thus to avoid duplication of noting and congestion of work at the top.

(x) *A summarising note to be added before sending case in circulation.*—Before a case is submitted by a secretary to a Minister or the Governor for orders, a summarising note should be added at the end specifying the points for order and referring also to the views taken by the other departments, if any, which have been consulted in the matter. Summarising notes should not generally be put up at earlier stages.

Section Officer and every officer of the grade of Under Secretary and above should sign his full name in all summarising notes and in the notes for circulation and write legibly his name in capital letters underneath his signature. The designation of the officer and the department should be stamped underneath his signature.

100. *In what cases draft may be put up with or without notes.*—When a file is submitted for orders and certain definite orders are proposed, the proposals should whenever possible be embodied in the form of a draft. Where the action to be taken is so obvious that a draft is put up by the office, there is no need to put up a note practically identical with the draft.

101. *Special kinds of notes.*—(i) *Notes for the Public Accounts Committee, Notes on Part-II Schemes and Notes on Supplementary Estimates.*—These notes should be prepared in accordance with the instructions issued by the Finance Department from time to time.

(ii) *Notes on addresses to the Governor.*—Notes on addresses to be presented to the Governor on subjects on which he is to receive deputations or on points raised in interviews with him or prepared for his use in connection with any public speech shall be submitted to him through the Minister-in-charge and the Chief Minister.

(iii) *Notes for the Council of Ministers.*—The instructions in the *Business Rules and the Secretariat Instructions* should be followed.

(iv) *Notes on extracts of resolutions.*—Resolutions submitted by Associations and other similar bodies should be dealt with in accordance with Instruction IX of the " Instructions regarding the submission and receipt of petitions and other papers of the same class addressed to the Government of Tamil Nadu " printed in Appendix I to the *Business Rules and Secretariat Instructions.* If the resolutions relate to any other department relevant extracts are sent to that department. Resolutions or extracts received as mentioned above are submitted without notes and should not be noted upon unless expressly directed to do so.

102. Use of " *Routine Notes* ".—Routine notes should be resorted to as to minimise noting on the main note file.

103. *Opening of a fresh file for a separate subject out of a current file.*—When in the course of dealing with a subject any fresh subject arises, which it is desirable to deal with separately extracts shall be taken of the parts of the current file and note file relating to the fresh subject and with these a separate file shall be started. A note should be made in the office-note of the main file to the effect that a fresh file has been opened and its current number should also be noted. This will probably be necessary whenever the original title of the file no longer correctly describes the actual subject under correspondence, and not otherwise. The general principales laid down in regard to indexing apply to such cases as much as to correspondence originating in an outside reference. It must be numbered as a new case and registered.

When action in a file is not complete after the issue of one or more Government orders, the original (office copy) of this order or orders should be detached from the file and each order should be docketed separately the main file being closed only after action is complete. The following entry shall also be made on the docket :—

For example.—

"For notes *see* G.O. Ms./Rt. No. ....

P. & A.R. ( ) Department

dated ....

SECTION IV—DRAFTING.

104. *General instructions for preparation of draft.*—When it is proposed to by on behalf of or under the direction of the Government, drafts of orders or references shall be written or typewritten on half margin sheets of paper distinct from those containing the notes, with which they shall not be tagged while a case is under disposal. In the case of stock drafts, the prnted or roneo forms shall be utilised. In important cases, a blank half margin sheet of paper shall be added to draft orders and draft references before submission to officers and before circulation.

When a number of short drafts are put up together, they should be written, as far as possible, in the run on form instead of a fresh half margin sheet being used for each draft.

All long drafts should, as far as possible, be typewritten. If there is much correction in the draft, it should be re-written or typed.

105. *Form and arrangement Abstract.*—A docket abstract indicating briefly the purport of the draft order with the catchword underlined should be writtenu at the top of the first page of the draft. The list of addresses is entered in the margin at the end of the draft. Entries relating to reminders or to proposed entries in the Reminder Diary or Call Book are also made at the end of the draft.

106. *Drafts to be complete and brief.*—Order should be drafted so as to be complete in themselves and accordingly they should not include anything more than is necessary to enable the receiving officer to comprehend fully the bearing of the order. In the large majority of cases, offices outside the Secretariat are not concerned with the genesis of an order and the communication to them of antecedent correspondence not only results in the waste of their time in deciding how much of the proceedings should travel beyond themselves, but also involves needless expenditure in stationery and printing.

107. *Prefacing an order with reference to previous correspondence to be avoided.*—The practice of prefacing an order with a preamble, e.g., the number and date of a letter from the Government of India or of a previous order or of a communication from a Head of a Department should be avoided. The authority for an order always on record in the original of the proceedings which can be referred to on the rare occasions where this is necessary and it should not appear on the printed proceedings thmselves. The communication to outside offices of mere numbers and dates of letters from the Government of India or other Governments or other offices conveys to them no information whatsoever. If it is necessary to inform officers to whom an order is communicated of the authority for the same, this authority can generally be worked into the order itself, e.g. :

The Government of India have directed (Ministry of Home Affairs, No. F. 411, dated 8th December 1950), etc :—

Under sub-rule (3) of rule 29 of the Indian Arms Rules, 1924, the Government of Orissa has imposed (letter No. 84-10G, dated the 5th December 1950), the following restrictions, etc.:—

When an order of general application arises out of a reference from a single officer and it is necessary to indicate to him that his communications originated the order, the inclusion of the number and date of his letter in the order itself effects this purpose, e.g.:—

With his R.O.C. No. 5114, dated the 12th March 1981, the Director of School Education submits a revised draft of the rules relating to etc."
Or the same purpose may be effected by including against his address in the entries at the foot of the order of the number and date of his communication, e.g.:—

" To the Commissioner, Corporation of Madras (through the Mayor), with reference to his No. , dated ".

When a copy of the proceedings of the Government is forwarded to the Government of India or another State Government and it is necessary to connect the correspondence for that Government this can be effected by mentioning in the address entry the number and date of the last communication in the chain from the Government of India or the other State Government.

108. The following paragraph should be embodied in any Government Order, Demi-official, Letter, etc., issued to Collectors and Commissioner of Police, Madras which they are required to keep in their personal custody and hand over on change of incumbency:—

Government Order
" *The Demi Official* should be entered as Serial number in the
Letter
Standard List and the instructions contained in paragraph 10 on page 2 of the Standard List carried out. Please report when this has been done."

One spare copy of every such document should be sent to all Collectors and the Commissioner of Police, Madras and one copy sent to the Under Secretary, Public Department.

* The Serial Number will be furnished by the Under Secretary, Public Department.

109 *Reading of previous correspondence at the head of an order*:—When an order disposes of communications from more than one person, official or non-official, the adoption of the methods indicated in paragraph 107 is not always practicable. In such a case it is not necessary to preface the order by the number and date of all communications, but in order to connect the correspondence for the addresses it suffices to ' read ' at the head of the order the number and date of only the latest communication from each such person. This is especially necessary in the case of proceedings issuing in Manuscript so as to admit of the preparation of signature copies in one process with the aid of carbon paper.

Similarly at the head of an order passed on several communications from the same person only the number and date of the last communication from that person should be ' read '.

110. *Method of communication of general rulings and orders on particular cases in the same draft.*—Care should be taken that in communicating general rulings which arise out of a particular case, the latter is kept distinct from the former. The general ruling alone should be issued to all whom it may concern. The orders on the particular case should be communicated, not necessarily in print, only to the Head of the Department concerned.

111. *Marginal entries and tabular statement.*—Marginal entries in a draft cause inconvenience and should be avoided except when quoting references. Tabular matter is best placed at the foot of a paragraph.

112. *Submission of more than one draft in a case.*—One case is sometimes closed by more than one disposal when, for instance, an order is passed to subordinate officers and a letter is sent to the Government of India. These are entered one after the other and headed separately. When written on separate sheets special attention shall be drawn to the fact of more than one draft having been put up.

113. *References to Advocate-General.*—Special care should be taken in addressing the Advocate-General. He shall always be consulted by official letter and not by an un-official reference. No reference should be made to him without the orders of the Minister in-charge. The case should also be circulted to the Minister for Law where it is proposed to consult the Advocate-General for legal opinion and to the Chief Minister through the Chief Secretary where it is proposed to ask him to reconsider his claim for fees, etc., or where any language that suggests critism of him has to be used. Secretariat notes shall not be forwarded to him except in the special circumstances mentioned in paragraph 129 (iii). All previous opinions and Government Orders, relevant to the matter under reference should also be supplied to him.

Note:—The above procedure shall not apply to the Legislative Assembly Secretariat wherever it consults the Advocate-General under the direction of the Speaker or a Committee of the Legislature.

114. *Communication of Advocate-General's opinion to an outside authority or to an authority subordinate to Government.*—An opinion given by the Advocate-General to the Government on any matter shall not ordinarily be communicated to an outside authority or to an authority subordinate to the Government. The question whether it is expedient to do so in any particular case should be decided with reference to the facts of that case.

The guiding principles should be—

(i) that the text or gist of the opinion should be communicated only if some public purpose requires it ; and

(ii) that such communication will not prejudice the Government's interest or place the Government or the Advocate-General in an embarrasing position.

115. *Un-Official reference to offices outside the Secretariat.*—Section Officers and drafting Assistant Section Officers are required to be particularly careful in ensuring that papers which it is undesirable to allow to leave the office are not included in the portion of unofficial cases referred to non-Secretariat offices.

116. *Drafting of endorsement for signature.*—Transfering endorsements and reference shall, where possible, be endorsed ready for signature.

117. *Drafting of telegrams.*—In drafting telegram great care should be taken to exclude all matter that is not essential consistent with intelligibility. Minor parts of speech like the definite articles should ordinarily be omitted.

118. *Code Telegrams.*—When telegrams are issued in " Cypher Code ", fair copies of such telegrams should be checked by the drafting Assistant Section Officer and initialled as correct for issue before they are submitted for signature.

In the case of telegrams received in " Cypher Code ", only a decoded version of the telegrams shall be submitted in the file. The original Code telegrams shall be retained separately and destroyed on receipt of the post copy or after an interval of three months whichever is earlier.

119. *Post copy of telegrams and teleponic messages.*—A post copy of every telegram, whether inland or foreign shall invariably be despatched immediately after the transmission of the telegraphic message, the Section Officer of the section or drafting Assistant Section Officer being responsible that this is done Post copies of important telephonic message shall be sent likewise.

Note:—No post copy of a cypher telegram should be sent in any circumstances, and the answer to a cypher telegram should go in cypher.

120. *Inclusion of entry regarding " withheld memorials '*:—The subject Assistant Section Officer shall enter below the draft of an order withholding a memorial addressed to the Government of India, a red ink entry drawing attention to the fact that the order should be entered in the " Withheld Memorial " register. He shall also furnish the necessary particulars to be entered in the quarterly statements submitted to the Government of India.

121. *Indication of nature of disposal at the head of drafts*:—All drafts shall be headed with the word ' Letter ', ' Order ', ' Endorsement ', ' Telegram ', as the case may be, remarks which are not meant to be copied being headed with the word ' Note '.

122. *Marking of nature of proceedings and of enclosures.*—Section Officers and Assistant Section Officers are required to mark the series of the proceedings as ' Ms.' (Manuscript) or ' Rt. ' (Routine) as well as to indicate all addressees to whom an order, letter is to be communicated; the papers to be returned or forwarded being clearly specified against the addressees concerned. When an original enclosure is returned to the person or office from which it has been received or is forwarded outside the office, the drafting Assistant Section Officers shall ensure that a copy is retained if the enclosure is likely to be required again in the office for reference.

123. *Despatch instructions to be checked before issue*:—Despatch instructions shall be checked by Section Officers and drafting Assistant Section Officers before papers are passed on for issue.

124. *Amounts should be written in words*:—In communications, which are of the nature of authorizations of payments to be made, the amounts should be clearly expressed in words as well as in figures, and copies thereof should be attested by a responsible officer not lower in rank than that of a Section Officer. Fair copies of G.O. conveying financial sanction shall be signed by officers not below the rank than an Under Secretary to Government.

125. *Drafts from orders Time allowed for submission.*—When an order is issued 'to draft' it is important that action should be taken urgently, as otherwise the officer might forget the points in the file and might have to go through it again in order to refresh his memory and satisfy himself that the draft is correct. In cases where a draft is ordered to be put up it must reach the Under Secretary concerned the next day if it is a short draft (i.e. not more than two pages), or within two days if it is long.

126. *Drafts not approved by officers or bearing their remarks.*—An officer who approves of a draft will initial it at the end in token of his approval. If the draft is not approved by him it should not be left between the current file and the note file but should be placed at the bottom of the file if it is rejected by him or included in the notes if he discusses the wording of the draft and it is necessary to refer to it to enable his notes to be understood. Ministers do not usually signify their approval of a draft by initialling it.

127. *Superseded drafts.*—Superseded drafts should be folded and kept underneath the file and destroyed when the file has been finally disposed of. But superseded drafts in which a Minister or the Governor has made material corrections or remarks which are useful for future reference should be stitched along with the notes in the file.

128. *Style in draft and note:*—(1) Assistant Sections Officers and Section Officers will note the instructions in paragraph 62 of the District Office Manual extracted in Appendix V 'Style in Notes and Drafts'.

(2) The expression "Government of Tamil Nadu" should be used instead of the expression "State Government" in notifications and orders except in cases where expressly or impliedly a reference has to be made to the Tamil Nadu Government in contra-distinction or in juxta-position with "Union Government".

(3) The phrase "The Government are unable" is incorrect in cases where the Government have power to take certain course of action. The word "decline" should be used in such cases involving the exercise of discretion. Where it is advisable to regret, the formula in such cases might be "the Government regret that they must decline".

(4) The expression 'Government in the .... Department' will be treated as a plural noun. Expression such as 'the Public Department', 'the Home Department' signifying a Department of the Secretariat will, however, be treated as a singular noun."

Section V—Treatment of cases after disposal.

129. (i) *Points to be attended to after disposal (final or intermediate) is passed.*—On receiving a case the disposal on which has been finally passed, the Assistant Section Officer who dealt with the case shall ensure that the despatch instructions are clear and complete, number and date the disposal and close the entry relating to that current in the Personal Register, if the disposal is a final one, by entering its nature, number and date in the last column. If the disposal is an intermediate one, he shall make the appropriate entries in the columns in the register and note the call in the Reminder Diary. It is then passed on to the Typist concerned who prepares clean copies. The Assistant, after comparing the clean copies, obtains the signature of the Section Officer or of the Officers of the grade of Under Secretary and above, as the case may

be. If the disposal is non-confidential, he passes it on to the Central Despatch Branch, after entering it in a Transit Register in which the acknowledgment of the receiving Assistant in that Branch will be obtained.

(ii) *Unofficial disposals.*—Unofficial references to departments of the Secretariat which are 'Special' will, however, be sent direct by the Assistant of the Section concerned and will not pass through the Central Despatch Branch and also those which are confidential will likewise be transmitted direct to the department concerned in a sealed cover by the Assistant of the section concerned.

Before passing on an unofficial reference to be sent to an office outside the Secretariat, the Assistant Section Officer should remove from the case all notes written on routine sheets any other notes not intended for permanent record and "put up" papers which are not intended to be sent out of the office. These will be restored on return of the reference.

(iii) *Communication to outside officers of notes of the Governor, Minister or other Departments prohibited.*—Notes written by a Minister or by the Governor shall not ordinarily be communicated unofficially to any officer or Head of a Department outside the Secretariat without the permission of the Minister concerned or the Governor. Such permission will, however, not be necessary where the notes are of a routine character and do not contain any expression of opinion of the Minister or the Governor.

Notes written in one department and sent to another should not be communicated to an officer outside the Secretariat without the consent of the department concerned.

Secretariat note files should not ordinarily be sent to Government Law Officers|Judges. If, however, a Law Officer|Judge desires to see the note file in a particular case for the better understanding of the Government's point of view or for proper representation of the Government's point of view before a Court, it may be furnished to the Law Officer|Judge after obtaining the specific orders from the Minister concerned or the Chief Minister, where Minister or Chief Minister has seen the file. In other cases (where the Minister or Chief Minister has not seen the file), the Secretary of the Department may use his discretion to decide whether circulation is necessary or not for producing the note files for perusal of Judges through the Law Officer concerned. In such cases, the note file should be sent with a Section Officer who should bring it back after perusal by the concerned Law Officer|Judge.

(iv) *Drafts and enclosures alone to be sent for issue.*—Only drafts for issue with any enclosure which should accompany the disposal should be sent to the Typist and the Central Despatch Branch, the remainder of the case being kept intact by the Section Assistant until the office copy is received back after issue.

(v) *Removal of original papers from files to be sent as enclosures.*—When enclosures are detached from closed papers or from pending files for despatch to outside offices, the Assistant Section Officer should, for each such enclosure or when a set of enclosures occupies consecutive pages of the current file, for each such set, put in a substitute slip showing the pages of the original so detached, the number and date of the original and the addressee or addressees to whom the enclosures have been despatched together with the

number and date of the reference to which they were attached. Only in exceptional cases should papers be removed and sent in original in this way. The return of the papers should be watched.

130. *Numbering of disposals.*—No paper shall be numbered and passed for issue without an order from the administrative officer concerned. If, however, the Secretary, Additional, Joint or Deputy Secretary initials the draft and does not mark the case for the Minister, it may be assumed that the officer intends the paper to be issued. Similarly drafts initialled by an officer of the grade of Under Secretary and above concerned should be issued unless he has expressly marked them for the Secretary.

A reference, endorsement, demi-official, telegram, unofficial disposal or reference and letters other than those entered in the disposal series is numbered in the manner indicated in Chapter VI—'Registry of Papers.'

Disposals are given to the appropriate Departmental disposal numbers according to the series "Manuscript or Routine" for which the disposal has been marked. Separate Registers shall be maintained by each department for numbering disposal in the "Manuscript Series" and "Routine Series". The number allotted to each disposal is entered at the head of the original disposal. The common form of Register for maintaining "Manuscript Series" and "Routine Series" is indicated below :—

FORM—SECRETARIAT II—30

Number of order.	Date.	Current number disposed of.	Index title.
(1)	(2)	(3)	(4)

Papers in which Freedom Fighters' Pension is sanctioned will be closed in column 15 of the Personal Register by the entry "Freedom Fighters' Pension Order with date." A separate register will be maintained for entering the particulars of the Freedom Fighters' Pensioners.

131. Before deciding on the nature of the disposal which any paper should receive, the period for which it need be retained should always be a matter for consideration, and the practice of recording papers of no permanent interest in the 'Manuscript Series' should be avoided as far as possible. Any Government Order which lays down a policy, or which introduces some new features or departure is rightly indexed in the 'Manuscript Series', subsequent orders which are based on these or appeal to these for authority but do not depart from them are a matter of routine nature and consequently 'Routine' is the proper disposal for these. Ephemeral papers that contain no notes of value for reference shall be lodged and not recorded in proceedings of Government.

132. *Dating of disposals.*—Disposals are dated on the day on which they are passed by the officers.

133. Lodged papers will not be given a separate series of disposal numbers. They will be closed in the Personal Register by the entry 'Lodged' with date of disposal. The dockets of lodged papers will bear the number of the current lodged and the date on which it is lodged. Government Orders which are received from other Departments of the Secretariat and lodged will not be docketed.

134. *Disposals in Manuscript and Routine Series.*—In the case of disposal in Manuscript or Routine Series, the Typist prepares the tabling slip in the form given below in duplicate:

Department			Circulated to Governor
(b) Series		(a)	Circulated to Minister (s)
			Seen
(c) G. O. No. Dated	198		———— ——— by Secretary
			Not Seen

Index Title (head and sub-head underlined)

Cross Reference

Section Officer

(*a*) Score out remarks inadmissible

(*b*) Indicate 'Manuscript' or 'Routine'

(*c*) Write 'Confidential' in the case of Confidential G.Os.

In case copies of the Proceedings are to be printed, the Assistant Section Officer fills in completely the Press Slip Form Secretariat II—12 printed as Appendix VIII and prepares the disposal for the Press (*vide* Chapter XIII) 'Printing and Proof Correction'.

135. *Points to be observed after despatch.*—The office copy and its enclosure on return from the Central Despatch Branch are restored to the respective case and the cases which have not been finally disposed of are put in the side rack. The Assistant Section Officer should ensure that the despatch has been correctly made and that reminder date, if any has been duly entered. Similarly in the case of final disposals, the Assistant Section Officer should ensure that the despatch has been correctly made, that call book entries have been duly entered, that extracts for further action, if any, have been taken and that the 'chaining' of papers in the case is complete (i.e.) that each proceedings or letter in the case has in the space reserved for entry of 'further papers' in the docket sheet a connecting entry of the proceedings or letter next after it in date and that the 'back papers' are also likewise chained on the docket of the proceedings. In cases in which only a spare copy of a proceedings or letter is in the case; the further and back papers should be entered in the original of such proceedings or letter. The case containing the final disposal should be properly arranged, the arrangement being first the current file, then the office copy of the order, followed, where there is a letter, by the office copy of the letter, and lastly the note file, half a sheet of coarse paper e.g., badami cut breadthwise, being placed at the beginning of the note file. The pages of the current file should be numbered in red ink and those of the note file in black ink, as provided in paragraphs 90 and 91 supra. Miscellaneous papers in the file, such as statements flagged and put up in the case should be added to the current file or note file as their nature requires and these pages should be re-numbered in continuation of the current file or note file, as the case may be. The pages of the whole file should not be numbered consecutively. On no account should current and note file sheets be bound up in closed files. When files are closed, copies of reports of various committees of legislature or other reports referred to, considered or examined in the files, shall also be retained and bound with the papers when these are finally closed as Government Order, Letter, etc., so as to make such closed papers complete and self-contained.

Before sending a final disposal to the Central Record Branch, the Section Officer should satisfy himself that there is no further action to be taken. The case containing the final disposal is then broken up and the latter with papers obtained from the Central Record Branch is noted in a transit register and sent to the Central Record Branch which acknowledges their receipt in the register. The put up papers obtained from the Tamil Nadu Archives are returned to that office and acknowledgment obtained. Drafting Assistant Section Officer should return to the records, Government Orders or other disposals within five days of their despatch. They should also write in the last column of the Personal Register, the number and date of disposal and obtain the initials of the Record Clerk. If for any reason, the Government Order or other paper cannot be returned to the records, but is required for further action, an intimation slip should be sent to the records and the date of sending the intimation slip should be noted in the last column of the Personal Register, within five days of the despatch of the order. The Section Officers should specially check whether these instructions have been carried out, when inspecting the Personal Register.

136. *Stock files.*—Each section should maintain stock files on all important subjects relating to it. It is the duty of the section Assistant Section Officer to maintain them up-to-date. When drafting a disposal of an important or general nature, Section Officer concerned will decide whether a copy of it after issue should be added to the stock file on the subject and if so, should add the entry 'stock file' at the end of address entries to the draft. This entry will not be copied or printed in the fair copy but the Typist concerned should send the spare copy required to the section. The section Assistant section Officer will add the copy to the connected stock file and initial in the office copy against the entry 'Stock file' in token of having done so. Similarly when a paper of importance or of a general nature is received in the section, the Section Officer will arrange for a copy being secured or made and added to the stock file. Only spare copies and not originals should go into stock file. When on order is too long, an extract of the relevant portion only may be added to the stock file. Notes, copies of Government Orders and extracts of notes from Government orders need not be filed unless they contain important discussions or decisions which will be required for frequent reference. The papers should be filed chronologically and the pages numbered serially in ink. There should be at the beginning of the file a table of contents in which the orders should be noted chronologically as follows:

Number and date of order.	Subject.	Page number.
(1)	(2)	(3)

The papers should be tagged neatly between two flat boards. On no account should the copies included in the file be removed. Whenever an order added to the stock file supersedes or modifies a previous one included in it, it is very important to note the fact on the previous order and in the table of contents against the entry relating to it. The Section Officer should

check the stock files once in a month, the Under Secretary once in two months and the Deputy Secretary once in a quarter according to certain programme prescribed by each department.

For a stock file to be reliable and useful, it must be up-to-date, and the supersession or modification of previous orders should without fail be indicated in it. Assistant Section Officers should remember that stock files are not intended to dispense with reference to disposal indexes.

The Section Officer of the section will decide the subjects on which stock files should be maintained. (Each section should invariably keep a stock file of all instructions and orders regarding office procedure issued from time to time by the officers and also on miscellaneous topics which may come up for reference frequently, e.g., number of copies of papers to be placed on the 'Table' to be sent to the Legislative Assembly, etc.) A list of stock files maintained should be hung up in the section.

A Stock file is maintained continuously till it becomes too bulky for handling, say, when it exceeds 500 pages, it is closed and bound. A new stock file is then opened for that subject.

CHAPTER VIII.

PROCEDURE IN DEALING WITH PROPOSALS FOR LEGISLATION, QUESTIONS, RESOLUTIONS, ETC., IN THE LEGISLATURE.

I. Proposals for Legislation.

137. The procedure to be followed in dealing with proposals for legislation is set out in detail in the Tamil Nadu Government Business Rules and Secretariat Instructions.

II. Questions.

138. *Circulation of advance copy.*—As soon as a question which is admitted is received from the Legislative Assembly Secretariat an advance copy of it shall circulated to the Minister or Ministers concerned but such circulation shall be restricted to question which the circulating officer considers so important that Minister or Ministers should see them in advance.

139. *References on questions.*—References to Heads of Departments for information regarding answers to questions shall not be made except in cases of real necessity.

140. When information is required from Heads of departments to answer a question only the necessary particulars should be called for. In doing so, the question itself should not be forwarded unless it is absolutely necessary for a clear understanding of the case. A report on the question should never be called for. The name of the Member of the Legislature who puts the question may also be communicated where necessary.

141. When an allegation or complaint which casts a reflection on the official conduct of a Government Officer, is contained in a question and the truth of such allegation or complaint has to be verified by a reference to the Head of a Department or other authority, the proper course when making the reference is to send a self contained letter stating the facts as reported and asking for their verification. The source of the allegation or complaint should not be disclosed, nor should the question or the letter of the Member of the Legislature be communicated to the Head of the Department or other authority. Such correspondence shall be marked "confidential".

142. *Draft answers and notes for supplementaries.*—(*a*) Apart from the note discussing the matter, a draft answer to a question should invariably be put up, together with a concise note to facilitate answering of supplementary questions, if it is a starred question.

(*b*) When a draft answer to a question is prepared, the word "Starred" should be written in red ink in the case of starred questions and the word "Unstarred" should be written in black ink in the case of unstarred questions, at the top of the draft.

(*c*) In the draft, the clauses of the question should be reproduced on the same sheet of paper as the draft answers in parallel columns. The clauses of the question should appear on the left half of the page above the answers

(*d*) A Tamil translation of the answer and the note for supplementaries should also be furnished to the Minister, if a Member puts the question in English.

143. *Co-ordination of answers.*—(i) The Legislative Assembly Secretariat will send to the Departments of the Secretariat concerned copies of notices containing all questions admitted by the Speaker as soon as possible, after their admission. Before despatching the copies of notices, the Legislative Assembly Secretariat will examine them and if there are any questions, the answers to which, in their opinion, require co-ordination, they will invite the attention of the administrative departments concerned to such questions. It will then be the duty of the departments not to send separate and varying answers to the Legislative Assembly Secretariat but to circulate their proposed answers to one another and attempt to arrive at uniform answers to the questions. The answers to the questions thus pointed out should be sent to the Legislative Assembly Secretariat quoting the number and date of their reference in which the departments concerned were requested to co-ordinate the answers.

(ii) Departments of the Secretariat should also scrutinize the notices immediately on receipt and point out to the Legislative Assembly Secretariat as well as to all the departments concerned the questions, the answers to which in their opinion require co-ordination.

(iii) Twenty-five copies of the answers to questions whether starred or unstarred should be despatched to the Legislative Assembly Secretariat.

(iv) Immediately on receipt of the list of starred questions and of unstarred questions with answers to be answered at particular sittings. Departments of the Secretariat should scrutinize the lists. The questions, the answers to which require co-ordination, should be pointed out to the Legislative Assembly Secretariat as well as to other departments concerned. The Legislative Assembly Secretariat should also be informed of the withdrawal or modification, if any, of an answer already despatched sufficiently in advance.

144. *Time limit for despatch of answers.*—Answers shall ordinarily be sent within forty-two days from the date of admission of the question (which will be found on the copy received from the Legislative Assembly Secretariat. If this is not possible, application for extension of time not exceeding two weeks must be made to the Secretary to the Assembly Secretariat showing sufficient cause for such extension. No further extension of time will be granted and the question will be included in the list of questions after the expiry of the extended time. If application for extension of time is not made, the question is liable to be included in the list of questions whether an answer has been sent or not.

In order to avoid undue delay in the despatch of answers to the questions, a register in the form given below should be maintained by each section of the Departments of the Secretariat. The register should be submitted to the officer concerned once a week until the answer is despatched. The officer inspecting the register will watch whether there is any unreasonable delay in putting up the files by the sections or in the submission of reports by the subordinate authorities:—

FORM

Register Legislative Assembly Question 198 —198 .

Serial number.	Legislative Assembly Question (starred or unstarred.	Date of receipt.	Stage at which the matter stands.	Remarks.
(1)	(2)	(3)	(4)	(5)

145. Twenty-eight copies of the answers to a Legislative Assembly Question shall be typed out twenty-five copies for the Legislative Assembly Secretariat, one copy each for the Personal Assistant to Minister concerned and the Private Secretary to Governor and the remaining copy for being kept in the file for record and reference.

146. When the draft answer has been approved by more than one Minister, the designations of all such Ministers should be mentioned in the answer issued. This will mention in the question portion, the designation of the Minister who will answer the question.

147. *Supply of published papers referred to in an answer.*—When in any answer reference is made to any Government Order or Notification, three copies of such Government Order or Notification should be sent along with the answer for the purpose of preparing ready reference files for the use of the Speaker and the leaders of parties.

148. *Submission to Ministers of files dealing with starred questions.*—It is the duty of the Assistant Section Officer and Section Officer who has dealt with a starred question to send the connected files to the Minister concerned as soon as the answer has been despatched or at least a day before the meeting at which the question has to be answered. Before doing this, the file, should, where possible, be shown to the Under Secretary concerned so that he may ensure that the answers indicate the latest position.

149. *Further action on questions.*—(*a*) In order to ensure timely action, Secretary, Legislative Assembly Secretariat will send one one-side manuscript copy of the finally edited proceedings of the Legislative Assembly relating to the question-portion, to the Secretaries to Government concerned, in name covers within three days after the day's sittings. It may so happen that during the debate on a subject pertaining to a particular department of the Secretariat, matters or aspects relating to some other department or departments of the Secretariat may be touched upon. In such cases, the Secretary, Legislative Assembly Secretariat will send extracts from debates not only to the Secretary of the concerned Administrative department, but also the Secretaries of other departments which the debates touch upon. Departments of the Secretariat should circulate the copies of these extracts among the sections with reference to any supplementary question and answer without waiting for the final printed copies.

(*b*) If only an interim answer was given and further information has since been obtained, orders should be obtained as to which of the following courses should be followed:—

(i) whether a further question from the Member may be awaited for supplying the information;

(ii) whether the informaiton may be communicated to the Member by letter;

(iii) whether the information may be placed on the Table of the House.

After the question is answered and after manuscript proceedings of the Assembly are received, the papers may either be lodged or recorded, if no assurance has been given on the floor of the Legislative Assembly. If an assurance has been given, further action should be taken expeditiously.

After an answer to a Legislative Assembly unstarred question is despatched, the file should not be lodged or recorded till intimation regarding the date of placing of the answer on the Table of the House is received.

150. *Uncorrected proceedings of the Assembly.*—The Legislative Assembly Secretariat will send one one-side manuscript copy of uncorrected proceedings of the Legislative Assembly as soon as they are ready relating to starred questions and statements or speeches made by Ministers, to the Secretaries of the departments concerned, in name covers, soon after the day's meeting for factual verification of the replies and statements made by the Ministers on the Floor of House. If there are any factual errors of a minor nature in them, the departments of the Secretariat will, after obtaining the approval of the Ministers concerned, intimate them to the Assembly Secretariat within a week from the date of receipt of the uncorrected proceedings, to enable that department to carry out the alterations in the Press copy of the proceedings.

151. *Statements by Minister to correct errors.*—If major corrections have to be made, the Minister will have to make a statement on the Floor of the House after obtaining the permission of the Speaker.

152. *Short notice questions.*—Orders of the Minister concerned whether he will consent to the waiver of notice will be taken by the Legislative Assembly Secretariat and intimated to the Secretariat department concerned. Necessary action should, however, be taken by the department immediately on receipt of the question without waiting for orders as to waiver of notice.

153. *Prorogation of Assembly.*—On the prorogation of a session, all pending notices and business shall lapse except Bills which have been introduced, Statutory Motions and Resolutions which have been moved in the House and notices of questions and questions which have are pending. Such Bills, Statutory Motions and Resolutions which have not lapsed, will be carried over to the next session from the stage reached in the expiring session provided that fresh notice is given by the Departments for Motions regarding the same.

Answers to questions should continue to be sent by the Departments concerned to the Assembly Secretariat even after the prorogation of the session as notices of such questions do not lapse on the prorogation of the Assembly.

154. *Assurances, promises and undertakings given by Ministers in the Legislative Assembly.*—To implement the Assurances, Promises and Undertakings given by Ministers in the Chamber of the Legislature, the following procedure shall be followed :—

(1) The Secretary, Legislative Assembly Secretariat will send to the Secretaries to Government in name covers the extracts from the uncorrected proceedings of each day relating to the question portion and also the statements laid on the Table of the House in pursuance of the questions with necessary extracts from the entries made in their record of scrutiny of debates.

(2) On receipt of Assurances, Promises or Undertakings given by the Ministers, either direct from the Secretary to Legislative Assembly Secretariat or through the Committee of Assurances, Secretaries to Government concerned should ensure prompt action on them and take orders in circulation. They should furnish quickly proper and complete replies to the Assembly Secretariat keeping the Chief Secretary informed the important Assurances. Replies should be both in English and Tamil for each and every Assurance. Sixteen copies of the Government Orders wherein some guidelines are issued or the schemes or proposals sanctioned in respect of certain Assurances should also be furnished for information of the Committee, wherever necessary. All Assurances shall be implemented within a period of three months.

(3) In cases of pending items, Secretaries to Government will send a separate statement of action taken on each Assurance to the Secretary of Legislative Assembly Secretariat. For this purpose, a register in the form given below will be maintained from which extracts may be sent.

FORM

Serial number.	C. Number and date.	Subject.	Promise made.	Action taken by the Department.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)

In all the Departments, the Registers of Assurances given by Ministers should be checked systematically and a review sent to Personnel and Administrative Reforms (A.R.) Department once in three months.

The reports for the quarter ending March, June, September and December shall be sent in the first week of April, July, October and January, respectively.

(4) The Legislative Assembly Secretariat will scrutinise the statements received from the Departments of the Secretariat and place them before the Committee on Government Assurances for its consideration.

(5) The Legislative Assembly Secretariat will send a copy of the decisions of the Committee on the implementation made, to the departments concerned.

III. Papers laid on the table of the house.

155. *Papers laid on the Table.*—When papers are laid on the Table of the Legislative Assembly, 325 copies or such other number as are asked for by the Legislative Assembly Secretariat from time to time, shall be supplied. In the case of answers to questions these copies shall be supplied along with the answers. Such copies should have the following heading :—

PAPERS PLACED ON THE TABLE.

(*See* answer to Legislative Assembly Question No. ....
put by Thiru...................... ..........M.L.A.).

They should not be authenticated by the Secretary or other officer of the Secretariat Department. It is enough if they contain the name of the department from which they originate.

But in the case of copies of rules orders, notifications, statements or reports placed on the Table of the House in pursuance of statutory provisions or with reference to undertakings by the Government in answer to questions or otherwise should contain the name of the originating department and be authenticated by the Secretary to Government concerned. The copies to be placed on the Table of the House should be printed, since roneoed copies in regard to lengthy matter might not be legible and convenient for the Members to go through. Such copies should have the following heading :—

TAMIL NADU LEGISLATURE.

PAPERS PLACED ON THE TABLE OF THE HOUSE.

(Subject ....
....)

(G.O. Ms. No ,dated)

Published in the Tamil Nadu Government Gazette on

As required under Section of Tamil Nadu Act.

Notification.

.... Secretary to Government.

156. All rules framed in pursuance of delegation of legislative powers should be placed on the Table of the House without fail within a month after publication. Whenever a rule is amended and the amendment of the rule is placed on the Table of the House, the respective original rule and the rule as amended should be printed side by side and placed as Annexure as is being done in the case of amending Bills.

NOTE.—The Annual Reports on the working and affairs of the company together with a copy of the Audit Reports and the comments or supplement referred to in sub-section (1) of section 619-A of the Companies Act, 1956 (Central Act I of 1956) shall be deemed to have been laid on the Table of the Legislative Assembly if three copies of the same are placed in the Legislature Library and an entry to that effect is made in the list of business for the day. A copy shall be supplied to a Member when required by him.

IV. *Resolutions.*

157. *General.*—An advance copy of every resolution proposed to be moved in either Chamber of the Legislature shall, unless otherwise directed, be circulated to the Minister concerned as soon as a copy of it is received from the Legislative Assembly Secretariat.

The file containing the resolution with all available information shall be submitted to the Secretary who will decide on the need for consulting the Heads of Departments.

158. *Notes on resolutions.*—Notes on resolutions shall as far as possible be self-contained.

In printing notes on resolutions, the resolution itself should be printed in clarendon type at the beginning of the note.

Subject to the orders of the Chief Minister, the attitude of Government to the resolutions should be determined at a meeting of the Council of Ministers. As soon as the ballot is declared, copies of the notes on the successful resolutions and the orders thereon should be circulated to all Ministers and the Chief Secretary to Government atleast a day before the meeting of the Legislature.

No information relating directly or indirectly to the subject matter of a resolution shall be supplied to any Member of the Legislature without the orders of the Chief Minister.

159. Submission to Ministers of files relating to resolutions and Budget motions.—These files shall be submitted to the Minister concerned as soon as they are ready and in any case not later than a day before the meeting at which they are required for reference.

160. *Further action on resolutions.*—The department concerned is responsible for any further action that may be necessary in consequence of the replies made to resolutions or of their being passed by the Chamber of the Legislature in which they are moved.

CHAPTER IX

INTER-DEPARTMENTAL REFERENCES.

161. *Provisions of Business Rules and Secretariat Instructions to be followed.*—The provisions in the Business Rules and Secretariat Instructions regarding inter-departmental references shall be strictly followed.

162. When inter departmental references are necessary, personal discussions between the officers concerned should be resorted to, as far as possible, with a view to reduce the volume of noting.

163. *Second reference to be marked to Secretary or Additional Secretary or Joint Secretary or Deputy Secretary normally.*—Should a second reference to a department become necessary, the case will normally be marked to the Secretary or Additional Secretary or Joint Secretary or Deputy Secretary, as the case may be, of the department concerned so that further noting by the office on the main note file may be obviated.

164. *Sending of cases for perusal.*—A case should not ordinarily be sent for perusal to another department whose connection with the question at issue in the case is remote and interest likely to be small.

The department shall indicate the files sent to Personnel and Administrative Reforms, Finance or Law Department the specific point or points on which the views of those departments are sought.

The following cases need not be sent for perusal of the Personnel and Administrative Reforms Department by the departments :—

(i) Cases relating to forwarding of applications to the Union Public Service Commission.

(ii) Cases relating to transfer of all Government Servants to foreign service within and outside the State where the terms and conditions specified under Fundamental Rules 110 and 114 are not violated.

(iii) Cases in which the administrative department purposes to accept the recommendation of the Tamil Nadu Public Service Commission for appointment to State Services by transfer.

(iv) Completion of probation except where completion of probation has been delayed considerably, say beyond six months.

(v) Extension of probation.

(vi) Draft orders in cases in which Personnel and Administrative Reforms have offered their remarks in the note file.

(vii) Confirmation of officers.

(viii) Files relating to amendment to the Special Rules, where the Tamil Nadu Public Service Commission has no remarks to offer in the proposed amendments, which have already been seen by Personnel and Administrative Reforms Department.

(ix) Disciplinary cases in which it is proposed to inflict minor punishments on 'A' and 'B' Group Officers, after following the procedure prescribed.

(x) Regularisation of service of officers not involving relaxation of Rules.

(xi) Representation for expunging adverse remarks.

The following types of cases also need not be sent for perusal of Personnel and Administrative Reforms Department by the Departments, if no relaxation or exemption from the Government Servants' Conduct Rules is, involved :—

(i) Permission to Government officials for giving Radio talks and receiving remuneration for it.

(ii) Permission to a Government official to be in charge of the packets of answer papers of the examinations conducted by the Tamil Nadu Public Service Commission and to receive remuneration for it.

(iii) Permission to Government officials to give lectures on technical or science subject in a University and to receive remuneration for it.

The following types of cases also need not be sent for perusal of the Personnel and Administrative Reforms Department by the departments :—

(1) Cases relating to forwarding of applications to the Union Public Service Commission.

(2) Cases where it is proposed to issue a certificate under Fundamental Rule 11 while permitting a Government Servant to receive remuneration for the private employment under the Government Servants' Conduct Rules.

165. *Communication of copies of notes to other departments.*—Except with the orders of an officer of the rank of Under Secretary and above in the department, copies or extracts of notes written on a case in a department should not be communicated to another department to which the case has not been previously referred. Such copies or extracts, if ordered to be sent, should be authenticated by the Section Officer.

166. *Put-up-papers in unofficial files sent to Accountant-General.*—When a file is sent unofficially to the Accountant-General, copies of Government Orders and other papers which are not confidential put up in it, should not be removed. Specific orders should, however, be obtained from an officer not below the rank of Deputy Secretary as to what papers are to be sent to the Accountant-General. The departments should, at the same time, note that rules relating to the sending out of the Secretariat, of notes of the Secretariat or of the Ministers should not be departed from.

CHAPTER X

CONFIDENTIAL, SECRET AND TOP SECRET PAPERS

Maintenance and custody.

167. *All papers are confidential to outsiders and public.*—Every communication received in the office and despatched from the office and the registers and papers (i.e. notes, correspondence and disposals) showing the steps taken in connection therewith are confidential. So far as the public including non-Secretariat Government employees and Secretariat employees who are not concerned with the subject are concerned, unless their communication to the latter is authorised by the Government or by an officer not below the rank of Under Secretary to Government. Notes or correspondence started in the office as arising papers are no exceptions to this principle.

168. *Classification of documents on security basis.*—There are some papers which are seen by, or shown to, only a limited number of officers or Section Officers or Assistant Section Officers in the department itself. Such papers will be given three grades of security marking as follows :—

(*a*) Top Secret ;

(*b*) Secret ; and

(*c*) Confidential.

(*a*) *Top Secret.*—This marking will be reserved for papers containing information of such a nature that for reasons of National security it must only be disclosed to persons whose duty makes it essential that they should have knowledge of it. Such papers will include reference to current or future military operations, impending movements or disposition of the armed forces and shipping, and secret methods of warfare ; to matters of high political policy and to methods of secret intelligence and cyphers.

(*b*) *Secret.*—This marking will be reserved for papers other than those marked Top Secret, which are of such nature that their disclosure to persons other than those whose duty it is to have knowledge of them would cause administrative embarrassment or difficulty or would be helpful to the enemy without being gravely dangerous to the National interest.

(*c*) *Confidential.*—This marking will be reserved for papers that are sent into the office and may have to be kept 'confidential' for a limited or unlimited period ; the custody of such papers is vested in Section Officers of sections

It is essential that the above security categories should be universally adopted and that classification of papers into these categories should be made by responsible officers only, care being taken to ensure that the Top Secret category is not unnecessarily employed.

169. *Treatment of Secret and Top Secret papers in office—(a) Top Secret papers.*—These should be dealt with only by the Secretaries to Government and should be in their personal custody. This should be possible as the number of such papers received is small. Where consequential instructions, etc., have to be issued, a Deputy Secretary or an Under Secretary may be asked to assist the Secretary.

(*b*) *Secret paper.*—Secret papers should also remain in the personal custody of the concerned officers and be dealt with by them, as far as possible. Where this is not practicable, on account of a large number of such type of papers to be handled, they may be allowed to be handled, by a thoroughly reliable Section Officer, whose antecedents and character have been previously verified by the Special Branch, C.I.D. This will not apply to Public and Home Departments, which are provided with Special S.C. staff deputed by the C.I.D. Steel almirahs should be provided for keeping secret papers and they should be in one of the officer's room.

(*c*) Where there is a separate secret section, action must be taken to ensure that adequate physical security is provided, which must include the complete seggregation of the section from non-secret sections ; the provision of safe locks on all doors and bars on windows ; the strict limitation of access to the section to the minimum number of authorised persons only ; and the provision as far as possible of adequate secret almirah accommodation within the section.

170. *Treatment of papers regarding appointments and postings.*—All correspondence dealing with appointments and postings is treated as confidential and dealt with as far as possible by the Officers of the grade of Under Secretary to Government and above.

171. *Treatment of agenda for meetings of Council of Ministers and of notes and decisions on subjects discussed.*—The agenda for the meetings of the Council Ministers. 'Notes for the Cabinet' on subjects for discussion at a meeting and decisions of the Council shall be treated as confidential. Copies should be therefore be circulated in confidential boxes or in sealed confidential covers.

172. *Treatment of punishment and appeal cases.*—When the case of any officer is put up to Government for punishment or a previous punishment comes up on appeal the case should invariably be treated as confidential.

173. *Treatment of papers relating to matters of ."News Value".*—Case relating to matters of "News Value" should be treated as confidential.

174. *Treatment of Confidential, Secret and Top Secret papers in their several stages.*—The procedure in the treatment of class (2) confidential papers is similar to that of non-confidential papers but the following special instructions should be observed :—

(i) *Tappal and registry.*—When confidential papers (including unofficial files from other departments) are received in tappal, they are opened by the officer addressed. After the papers are numbered, the Section Officer takes charge of them. They are entered in the Personal Register, the abstract being indicated only by a catch word or framed as not to reveal anything which is confidential.

The officer or the Section Officer who deals with Secret or Top Secret papers should maintain a separate Personal Register which should be checked periodically by the Secretary to Government in each department.

(ii) *Referencing, noting and drafting.*—Confidential|Secret papers shall also be dealt with by the Assistant Section Officers concerned as in the case of non-confidential papers. He should collect the previous papers without revealing the purpose for which they are required. He shall take special care that the files are not seen by others. When the files are not being attended to by him,

they should be kept under lock and key. Secret or strictly Confidential papers shall under no circumstances be removed from Secretariat by the Assistant Section Officers or Section Officers.

(iii) *Submission to Officers.*—When submitting confidential files to officers the Section Officer shall send them in a confidential box.

When 'confidential papers or records or covers are put up for reference in a file, the whole file should be treated as confidential.

Transmission of Top Secret and Secret files should be only in S.C. Boxes. For the purpose, at least one officer of and above the rank of Deputy Secretary in addidtion to the Secretary in each Department, will be supplied with an S.C. Key; such keys are to be obtained from Public (S.C.) Department on requisition through the concerned Secretaries. Secretaries or the Section Officers dealing with Secret papers, as the case may be, should take Secret papers to their superior officers personally. When files are transmitted in sealed covers from one department to another, the sealing should be done in the presence of the officer concerned or the Section Officer in-charge of Secret papers.

(iv) *Circulation.*—If the case is marked for circulation to the Ministers or the Governor, it should be sent by the officer concerned. Section Officer or the Assistant Section Officer in-charge of circulation, as the case may be, in a confidential box or S.C. box in the case of Top Secret and Secret papers (except cases mentioned in paragraph 170 which may be sent in sealed envelopes). The subject-matter should on no account be indicated on any slip or paper outside the box (or on the sealed envelope).

(v) *Issue.*—Confidential unofficial files intended for other Departments of the Secretariat should be sent in sealed covers or packets. Economy labels should be used and the seal should be affixed only on the labels. In the case of Government Orders, Letters, etc., they will be fair-copied and despatched by an Assistant Section Officer or Typist specially detailed for this purpose. The word confidential will be copied in bold types on the fair-copy at the top of the first page. The covers will also be marked 'Confidential'. The Section Officer will hand over to the Assistant Section Officer or Typist only those portions of the papers which have to be copied. The examining of the copies will be done by the Assistant Section Officer or Typist with the assistance of the Section Officer concerned or an Assistant Section Officer of the concerned section or in accordance with any arrangement in force in the department. If a confidential paper is to be printed, a copy of it signed by the Under Secretary or the Section Officer should be sent to the Director of Stationery and Printing in a sealed cover with the word, 'Confidential' entered on the copy as well as on the cover The word 'Confidential' will be printed in bold type at the top of the first page of the paper and also at the top of the brown docket sheet.

Typing and despatch of Secret papers may be entrusted to a specially selected Personal Clerk, Personal Assistant, Private Secretary preferably the Secretary's Personal Assistant|Private Secretary who can be expected to be reliable. He may be designated as the Personal Assistant and his antecedents and character should also be verified by the Special Branch, C.I.D. If the antecedents of any Secretary's Personal Assistant/Private Secretary are not satisfactory he should be changed at the earliest possible opportunity. For fair-copying Secret and Top Secret Government Orders, Letters, etc., coloured letter heads specially supplied for the purpose should be used. Carbon papers used for typing top Secret and Secret papers will be kept in the personal custody of the officer including Section Officer or the Typist, as the case may be, so long as they can be used and then destroyed by burning.

No new ribbons should be used for typing top secret or secret material. This restriction need not apply where adequate arrangements exist either for locking the typewriters in secure covers or where the room in which they are placed is itself locked to ensure that no person not belonging to the section has access to them. Even in such circumstances ribbons should be changed only at beginning of a working day. In a dual colour ribbon the red portion on which words stand out clearly should not be used to type revealing words. Ribbons used for typing should always be removed before type-writers are sent outside the building for repairs.

When 'Top Secret' and 'Secret' files are sent to officers at their residences, they should be put in an appropriate box in which should be placed a receipt schedule containing a concise description of the papers forwarded. In addition, an open schedule containing the number and kind of boxes sent should also be sent. The Office Assistant taking the box should be instructed to obtain on the open schedule the signature of the officer to whom the papers are addressed, if he is present. If not, he may obtain the signature of the house Office Assistant or of any person of the household in token of receipt.

(vi) *Duplication of Secretariat Top Secret paper.*—The number of copies made will be carefully recorded and each copy will be serially numbered and identified by number in the distribution of despatch list. Spare copies should be strictly limited to the minimum and held in the custody of Section Officer of the Secret Section who will destroy the stencils by burning.

(vii) *Papers for signature.*—Confidential papers for signature will be submitted to officers for signature in special boxes on which are painted the words "Papers for Signature". In the absence of such boxes, ordinary confidential boxes may be used with 'urgent' or 'special' cards attached to them according to the urgency of the papers and with the words "for signature" prominently marked on the cards. Where possible the Assistant Section Officer or Typist will take the fair copies personally to the officer and get his signature.

In the case of Top Secret and Secret papers, fair copies will be submitted to officers in S.C. boxes by the Home (S.C.) and Public (S.C.) Departments. In other departments, fair copies will be taken to officers in person for signature.

(viii) *Despatch.*—'Top Secret' and 'Secret' communications other than 'nil' report, if despatched by post, shall be enclosed in double covers, the inner cover being marked 'Top Secret' or 'Secret' as the case may be, sealed at both ends without using economy labels and addressed to the officer for whom it is intended by name while the outer cover should bear only the usual official address and the rank in the Secretariat. Special Top Secret seals have to be supplied to Secretaries for use of sealing the Top Secret covers. Only cloth-lined covers shall be used as outer covers which should be of sufficiently big size to hold the inner cover. The outer cover should also be sealed at both ends without using economy labels. The outer cover should be strong and large enough to fill the inner cover. Such communications should invariably be sent by "Registered Post-Acknowledgment Due". If despatched by hand the communication shall be put in single non-clothlined covers with both the flaps sealed and the covers clearly marked with the correct name, address and security marking".

Ordinarily, confidential communications which are despatched by hand or by post shall be put in single envelopes fastened with an economy label and sealed, the seal being affixed on the economy label and the covers addressed to

the officers both by name and official designation. " Nil " reports pertaining to top secret, secret or ordinary confidential matters shall be put in single envelopes only and then sealed and despatched in the same way as ordinary confidential communications.

Sealing should not be overdone ; two seals one on each flap of the cover will generally suffice. Where an economy label is used, a seal should be affixed at both ends of the label.

(ix) *Postal registration.*—Confidential covers sent by post shall be registered at the post office in the following cases :—

(*a*) ' Top Secret ' papers ;

(*b*) ' Secret ' papers ;

(*c*) Confidential papers sent to other Governments ;

(*d*) Confidential papers relating to disciplinary enquiries ;

(*e*) Confidential papers containing valuable documents or original records ; and

(*f*) Any other confidential paper which is specially instructed to be sent by registered post.

' Top Secret ' and ' Secret ' communications shall be sent by " Registered Post-acknowledgment due ".

(x) *Surprise checks.*—Surprise checks should be made at irregular intervals by one of the officers, to cover transit, fair-copying, despatch, custody, etc., and ensure that proper security is maintained at all stages ; any irregularities noticed should be set right from time to time.

(xi) *Telephonic conversation.*—A telephonic conversation liable to interception and all users of telephones must remember that somebody else may be listening in. Confidential, Strictly Confidential, Secret or Top Secret matters should never be transmitted through the telephone.

175. Mode of addressing confidential covers to certain authorities :—

(i) *Military authorities.*—The instructions given in paragraph 33 (v) in Chapter IV—Forms and Rules of Correspondence, should be followed.

(ii) *General.*—When Confidential, Secret and Top Secret covers have to be despatched to any authority by name and if the name of the incumbent is not correctly ascertainable or there is a doubt over the point or if the officer is under orders of transfer, the inner cover may, with the orders of the Under Secretary, be addressed to " (name and designation) or successor " in order to prevent delay in the covers reaching the proper quarter (the words " or successor " should be underlined in red ink).

176. *Spare copies of printed confidential orders.*—The distribution of spare copies of printed confidential orders and letters is as follows :—

Departments of the Secretariat are supplied with the usual number of spare copies.

Other addresses—One spare copy.

177. *Number of copies for record.*—Only six copies without notes and four copies with notes of confidential proceedings and letters shall be printed for record.

178. The distribution of copies of each printed order or letter shall be entered in the space allotted in the " press slip ".

179. *Maintenance of confidential records in departments rules*—(i) *What confidential records are kept in departments.*—Confidential disposals of the current and preceding three years are kept in the departments themselves and the earlier disposals in the Tamil Nadu Archives.

(ii) *Maintenance of confidential register.*—As soon as a confidential file is closed and the disposal may be put away, the Section Officer of the section will hand over the record to the Assistant Section Officer who has custody of the confidential records of the section or the department, and that Assistant Section Officer will acknowledge its receipt by initialling with date against the disposal in the last column of the Personal Register. The Assistant Section Officer will then enter the record in the register of confidential records placed in his custody which he will maintain in the form below and will place the records in its appropriate place in the confidential bundle.

FORM OF REGISTER OF CONFIDENTIAL RECORDS IN THE CUSTODY OF THE ASSISTANT SECTION OFFICER IN-CHARGE OF THOSE RECORDS.

Date of receipt.	*Number and date of the paper received.*	*Brief subject.*	*Remarks.*
(1)	(2)	(3)	(4)

(iii) *Issue of confidential records.*—Confidential records shall be supplied within the department on requisition (Form Secretariat II-39, may be used) signed by the Section Officer of the Section requesting a record and countersigned by the Section Officer of the section to which it relates. When a Section Officer is on casual leave or otherwise absent, the seniormost Assistant Section Officer of the section may, during the Section Officer's absence, sign or countersign, as the case may be, requisitions for confidential records. Requisitions from other departments should be signed by an Officer including Section Officer of the department making the requisition. All requisitions should invariably state the purpose for which the record is required.

When a record is taken out of the confidential records an entry should be made in the confidential records register which shoud be maintained by the Assistant Section Officer in charge of the said records in the form below :—

FORM.

Register of papers issued from and returned to confidential records.

Serial number of requisition and date of receipt.	*Number and date of disposal or other discription of the documents required.*	*Date of issue from the records.*	*Current number, if any, for which taken, otherwise purpose for which taken.*	*Signature of the Section Officer taking it.*	*Initials of the Assistant Section Officer in-charge of Confidential record.*	*Date of return.*	*Signature of the Section Officer returning.*	*Initials of the Assistant Section Officer incharge of Confidential records.*	*Remarks.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(19)

For every record issued from the confidential records a dummy slip (C.F. New No. 24 may be used) should be deposited in the place of the record by the Assistant Section Officer in charge. When the paper is returned, the entry should be scored out on the dummy slip and the Assistant Section Officer may return the requisition to the Section Officer concerned to be destroyed.

The Assistant Section Officer in charge of the confidential records will watch the return of the records and issue reminders once a month. The Section Officers should return records taken out promptly and also intimate transfer of records from one file to another to the Assistant Section Officer in charge of the confidential records. At the beginning of every quarter, the Assistant Section Officer in charge should bring to the notice of the Under Secretary of the department of any record which has not been returned to the records for more than six months from the date of issue. The Assistant Section Officer will be held responsible for safe custody of the confidential papers.

(iv) *Downgrading of security classification.*—At the end of each calendar year, the Assistant Section Officer in charge of the confidential records shall prepare a list of confidential papers in the records in his custody, the continued retention of which as 'confidential' is prima facie not necessary and will submit it to the Under Secretary, for orders through the Section Officer of the Section concerned.

If it is ordered that any papers need not any longer be treated as confidential, the Assistant Section Officer in charge will make out a list of them and transfer them to the Central Record Branch. The acknowledgment of the Section Officer, Central Record Branch, will be obtained in the last column of the register of confidential records mentioned in sub-paragraph (ii) above. List of records so transferred will be maintained both by the Assistant Section Officer in charge of confidential records and by the Central Record Branch.

The word 'confidential' on such records should be struck off and the words 'since treated ordinary' noted instead with date.

In order to avoid unnecessary accumulations of Secret papers, they may be periodically reviewed with a view to find out if it still necessary to treat them as 'Secret'. Whenever it is found that they need not be treated as Secret any longer, the security classification may be downgraded and sent down to the appropriate section after obtaining the orders of the Secretary in each case. A tendency to adopt an unnecessarily high security classification should be avoided. If the downgrading of security classification is done properly and regularly, it should be possible for really secret papers to be attended to at officers' level.

(v) *Transfer of confidential records to Tamil Nadu Archives.*—Once in every year, the Section Officer of sections will send confidential records of the fourth year proceeding together with the Register of confidential papers and a copy of the list of records to the Commissioner, Tamil Nadu Archives and Historical Research. The latter will acknowledge the receipt of the records in the last column of the register. The list of records so transferred will be kept both in the section and in the Tamil Nadu Archives. The following programme will be adopted for transferring records :—

May	I Half	Revenue, Co-operation and Commercial Taxes and Religious Endowments Departments.
	II Half	Home, Forests and Fisheries and Prohibition and Excise Departments.
June	I Half	Public, Personnel and Administrative Reforms, Transport Departments.
	II Half	Industries, Employment Services, Labour, Housing and Urban Development and Handlooms, Textiles and Khadi Departments.

July	I Half	Public Works, Social Welfare and Information and Tourism Departments.
	II Half	Education, Electronics, Science and Technology, Health and Family Welfare, Indian Medicine and Homeopathy and Tamil Development and Culture Departments.
August	I Half	Food and Consumer Protection, Agriculture and Environment Control Departments ;
	II Half	Finance, Law, Rural Development, Municipal Administration and Water Supply, Planning and Development and Institutional Finance Departments.

180. *Disposal of spare copies.*—Spare copies of papers of all kinds whose retention for further use is necessary, including cyclostyled spare copies of letters, telegrams, etc. must be kept separate from the file in the personal custody of the Section Officer who will be responsible for their safe custody. He will be responsible or checking and weeding out his stock of fair copies regularly and at frequent intervals, and for obtaining the Under Secretary's permission for the destruction of any papers whose further retention he considers unnecessary. Used stencils should for this purpose be treated as spare copies.

181. *Confidential publications.*—The maintenance and destruction of other confidential publications such as fortnightly reports, reports on newspapers, etc. should be regulated in accordance with the orders in force relating to them.

182. *Custody of seals.*—The safe custody of seals is of great security importance. A list must be maintained showing the persons to whom seals have been issued. All such persons will be held responsible for the safe custody of the seals issued to them ; they must immediately report to the issuing officer should any seal be lost or mislaid. The issuing officer must ensure by frequent checks that the stock of these seals is kept intact.

Top Secret papers must be sealed with a special seal, and not with the ordinary office seal. Top Secret seals will be issued to those officers who are called on in the course of their work to deal with Top Secret papers ; they must on no account leave the personal custody of the officers to whom they are entrusted who will be responsible for their safe-keeping.

183. *Disposal of waste papers.*—Greatest care must be taken both in the rooms of officers and sections in disposing of waste papers of all kinds including blotting papers. Confidential, Strictly Confidential, Secret and Top Secret papers must be destroyed by burning in the presence of the officer responsible for dealing with them. The Officers including Section Officers are responsible for ensuring that adequate arrangements are made in their rooms/sections for ensuring the separation of Confidential, Strictly Confidential, Secret and Top Secret waste papers from the rest.

Rolled up papers burn quicker than small pieces and therefore when throwing paper of the above category into the waste paper basket, it will not be torn into pieces but rolled up.

If no special incinerator is available, an empty can or drum may be used for the purpose. To increase the draught and speed up burning process, the holes will be pierced on the side of the can/drum but not at the bottom. A wire netting will be used over the top of the can/drum to prevent half burnt paper from getting blown away. When burning is going on, the papers will be stirred with a rod to see that nothing is left at the bottom.

CHAPTER XI.

CIRCULATION.

I. *General Instructions.*

184. *Points to be observed by Officers ordering circulation.*—The circulation of cases is ordered by the Secretaries and other Officers authorised to do so in accordance with the "*Business Rules and the Secretariat Instructions.*".

Before a case is submitted by a Secretary or other Officer to a Minister for orders, a summarising note should be added at the end specifying the points for orders and referring also to the views taken by other departments, if any, which have been consulted in the matter.

If a case is to be treated as 'Special', it will be so marked on the case itself by the officer ordering its circulation.

185. *Cases marked for circulation to go to Section Officer first.*—A case marked for circulation will always go first to the Section Officer of the section who will be responsible for the action described in the following paragraph. The case will then be passed on to the Assistant in-charge of circulation.

186. *Section to check case and reference note and draft before circulation.*—Before a case is passed on to the Assistant in-charge of circulation the Section Officer and the concerned Assistant Section Officer shall ensure that the case is complete, that the papers are properly arranged, that all unnecessary papers are removed, that all unnecessary portions of the note file and current file are scored off, that any old records put in the case are in covers, that the flags are intact, that blank sheets are added to the note file, that the draft disposal or note bears the signature of the officers who passed it, that drafts not approved are folded and placed at the bottom of the case unless necessary for reference, that the headings of notes are properly filled up, that all notes on slips or routine note sheets and rough draft of notes or of disposals are removed, unless otherwise, specially ordered by the officer directing the circulation, or are kept at the bottom of the case neatly folded. If such papers are removed, they should be restored on the return of the case. The Section Officer and the Assistant Section Officer shall check and correct the notes and drafts put up by the officers and bring to their notice before passing on the case any omissions, mis-statements of facts or other inaccuracies.

187. *Omissions to mark circulation or to mark 'Special' to be checked.*—Section Officers shall also ensure that the case is marked 'special' by the officer ordering the circulation if it is to be treated as such. If any paper which under the *Business Rules and Secretariat Instructions* or by practice or by special orders should be circulated is not marked for circulation, they should bring the omission to the notice of the officer concerned.

188. *Cases to be marked 'Special' only on orders of officer ordering circulation.*—Files for circulation to the Governor or the Ministers should not be put in blue pads or in boxes with blue cards unless this is specifically ordered by the officer ordering circulation.

189. *Section Officers' duties in watching Special files in circulation.*—The Section Officer is personally responsible for seeing that 'special' cases marked for circulation to any Minister reach him and are obtained back with orders or a note with the least practicable delay. If the case has to be sent to the Minister when he is not at the Secretariat, the Section officer will see that it is despatched at once by a special Office Assistant. The Office Assistant should be given instructions to wait till the Minister to wrom it

is addressed has done with it, and if it is marked for more than one Minister, to take it to them all in turn without any delay whatever. If the Ministers' Senior Personal Assistant or Junior Personal Assistant is on duty, he will take the case at once to the Minister and will draw his attention to the fact that the Office Assistant is waiting for it. Senior Personal Assistant or Junior Personal Assistant should return the case to the Office Assistant as soon as the Minister has noted on it. The Office Assistant should also be given instructions where to take the case on his return.

190. *Confidential files to be sent protected to Assistant in-charge of circulation.*—Cases of a confidential nature or in which any paper put up is confidential should be marked 'confidential' and sent to the Assistant in-charge of circulation in locked confidential boxes or handed over to him in person. They should not be sent unprotected through a Record Clerk or office Assistant.

II. *Procedure in circulation.*

191. *Entry of cases in circulation register.*—The Assistant in-charge of circulation will enter the cases for circulation in the circulation register (Form Section II-3) printed as Appendix VI and note the required particulars in the appropriate columns of the register. On the case itself he will enter at the foot of the note or draft disposal the date of circulation, thus-C. 30-6-1974 ; and the date of return below that entry thus—R. 2-7-1974. If the case is circulated in a box, the number of the box will also be noted both in the register and on the case. When secret boxes are received for circulation by the Assistant in-charge of circulation, he will note only the number of the box in the circulation register.

Note.—In Departments where the Assistant in-charge of circulation is not provided with a confidential key, the cases should be placed in confidential boxes, with appropriate cards by the Section Officers themselves and the boxes passed on to the Assistant in-charge of circulation who will enter the box number only in the circulation register as in the case of secret boxes.

192. *Circulation Boxes.*—Confidential cases are circulated in confidential boxes. Secret papers are circulated in secret boxes (known as S.C. boxes).

Non-confidential cases.—Important files may be circulated in confidential boxes. Other files may be sent open to the Ministers if they are in the Secretariat and in rattan boxes if they are not in the Secretariat. *Files intended for the Governor should not be sent open.*

Secret and confidential boxes have a cage on the right hand side in which is inserted the 'Circulation Card' bearing the designations of Ministers, or the Governor to whom they are circulated and the order of circulation.

All boxes have painted or engraved on them distinctive letters denoting the departments to which they belong. 'Secret' boxes are marked 'S.C.'. Each box bears a number.

193. *Circulation cards.*—(i) Circulation cards are used with boxes sent in circulation to the Governor, Ministers or to Officers of the grade of Under Secretary and above of the departments for orders or 'from circulation'.

(ii) The cards used for circulating files to the Governor and the Ministers are printed in four colours, namely:—

Blue—For 'Special'.

Pink—For 'Urgent'.

White—For 'Ordinary'.

Yellow—For 'Legislative Assembly cases'—(*See* paragraph 6, Chapter XXV).

The appropriate kind of card should be used with the boxes. The cards alone should indicate the nature of urgency; labels of any kind should not be pasted on boxes for that purpose. The form of the card is given below:—

.... Department.

Circulated .... 19 .

1. M.	8. M.
2. M.	9. M.
3. M.	10. M.
4. M.	11. M.
5. M.	12. C.M.
6. M.	13. G.
7. M.	

At the time of circulation, the Assistant in-charge of circulation should fill in legible (in pencil) the name of the department, date of circulation and the designation of the Minister or Ministers to whom the case is circulated and also indicate by figures the order in which a box should be circulated. The superfluous items should be struck off neatly.

(iii) Cards for boxes intended for a Secretary, Deputy Secretary, Under Secretary are printed as follows:—

.... Department.

Circulated 19

Secretary.

Deputy
———— Secretary.
Under

Generally the Under Secretary is printed on one side and the $\frac{\text{Secretary}}{\text{Deputy Secretary}}$ is printed on the other side of the card.

194. *Circulation of more than one case in a box.*—There is no objection to circulate more than one case in the same box provided that ordinary and urgent cases, urgent and special cases or cases requiring time for disposal and routine cases are not put together, and provided also the order of circulation of the cases is identical.

Petitions for mercy, bulky cases and cases on important subjects shall be circulated in separate boxes.

195. *Circulation of monthly index.*—Monthly index of Government orders of Manuscript Series will be circulated to the Governor, or the Ministers, if sent to their houses, in thick brown envelopes of the largest size instead of in circulation boxes. An economy label bearing the expression 'Monthly Index' and the designation of the Minister or the Governor's Secretary as the case may

be, shall be pasted over the flap of the cover. After the monthly index has been perused by the Minister it will be returnd to office by his Personal Assistant in the same envelope with the flap secured again with a fresh economy label.

196. *Circulation of cases to the Governor.*—Cases intended for the Governor are sent to the address of the Governor's Secretary.

197. *Circulation of cases to Minister—Duties of Senior Personal Assistants and Junior Personal Assistants regarding their receipt and return.*—The Senior Personal Assistants or Junior Personal Assistants shall maintain a simple transit register showing the files or boxes received by them as well as the current number and department in each case. While sending the circulation boxes or files, the Senior Personal Assistants or Junior Personal Assistants will enter the number of box or file and any other particulars that may be necessary in the transit register and obtain the initials in acknowledgment of the person to whom it is passed on. The Senior Personal Assistants or Junior Personal Assistants or Chobdars who receive the circulation box or file will acknowledge the receipt in the transit register brought with the box or file. Then the box or file shall be submitted to the Minister concerned. The entry of designation of the Minister on the circulation card attached to the box shall be scored out when sending it on in further circulation or when returning it to the Secretariat Department concerned. This duty should be performed by the Senior Personal Assistants or Junior Personal Assistants and not left to the Chobdars. The next destination of a box or file must clearly appear in the circulation card itself without any need for oral or supplementary instructions.

198. *Duties of Senior Personal Assistants and Junior Personal Assistants in observing order of circulation.*—When cases are circulated in office they shall be passed on direct by the Senior Personal Assistants or Junior Personal Assistants to the next Minister if they are marked for more than one Minister and should come back to the Assistant in-charge of circulation only after the last Minister has seen the case. Such cases will not pass through the Assistant Sergeant of the Public Department during their transmission to or return from Ministers.

The Senior Personal Assistants and Junior Personal Assistants will be responsible for seeing that every case is sent on in circulation in the order in which it is marked or returned to the Assistant in-charge of circulation concerned as soon as the Minister concerned has dealt with it. This applies to all classes of cases.

199. *Circulation of cases by Secretariat Circulation Van—Maintenance of Van Register.*—When cases are sent to the Ministers' houses or to Raj Bhavan they shall be sent in appropriate boxes. They will be passed on to the Van attender of the Public Department by the Assistant in-charge of circulation of the respective Departments of the Secretariat before the hours fixed—*See* Chapter XXI—Secretariat Circulation Van. The Assistants in-charge of circulation should obtain the van attender's acknowledgment for the receipt of the boxes. The van attender will enter the boxes in the register maintained for the purpose and take in that register the acknowledgment of the Senior Personal Assistants or Junior Personal Assistants if they are off duty, or of the Chobdars of the Ministers and of the Assistant or Office Assistant of the Governor's Secretariat, respectively for the receipt of the boxes concerned.

200. *Return of cases to Secretariat by circulation van—Maintenance of a register.*—When there are boxes to be returned to the Secretariat direct from the Minister's residence or from Raj Bhavan, the Senior Personal Assistant or Junior Personal Assistant or Chobdar of the Minister or the Assistant or Office Assistant of the Governor's Secretariat, as the case may be, will enter the boxes in the separate register sent with the van in the custody of the van attender and hand over the boxes to him. The Secretariat van attender will hand over the boxes in the Secretariat and get acknowledgment from those to whom he hands over circulation boxes.

'Special' cases should not, however, be sent or returned to the Secretariat by the van but by a special messenger. The van will not also receive cases of whatever description from a Minister's house to be delivered at another Minister's house or at the Governor's Secretariat.

201. *Checking of circulation van register.*—The receiving Assistant in Central Despatch Branch will inspect the registers daily and ensure that they are kept correctly and that acknowledgments are entered for all the boxes and covers sent in circulation.

202. *Circulation otherwise than by van*—When a box or cover is circulated from or returned to the Secretariat otherwise than by the circulation van it shall be accompanied by a slip on which the signature of the Chobdar concerned or the Assistant Sergeant of the Public Department, as the case may be, shall be obtained.

203. *Special cases not to be sent by van.*—Cases marked 'Special' shall invariably be sent by special messengers by departments themselves and not by the circulation van (*see* paragraphs 189 and 200).

204. *Papers marked for circulation to be circulated the same day.*—Papers marked for circulation will ordinarily be circulated the same day. The Assistant in-charge of circulation will be held responsible for any delay in circulation. If he is unable to circulate a case the same day, he should report that fact to the Section Officer of the section concerned.

205. *Checking of delays in circulation.*—The Assistant in-charge of circulation should submit every Monday morning through the Section Officer concerned to the Senior Personal Assistants to Ministers a list in the form below of cases pending in circulation for more than fourteen days. (If a Monday is a holiday, the list should be submitted on the following working day.)

The Secretary of the department (or the Deputy Secretary) will direct such action to be taken as to ensure the prompt return of the cases to his department (*See* Secretariat Instruction 100).

FORM.

Weekly lists of papers circulated to the Ministers and the Governor and pending with them for over fourteen days.

For the period ending ....

Depart-ment.	C. No.	Subject.	Date of circulation.	Box Number in which the file was circulated.	To whom circula-ted.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Each Assistant Section Officer should put up reminders through the Under Secretary direct to the Gazetted Personal Assistant to the Ministers for the return of files from circulation, if the files are not returned within fourteen days from the date of circulation. If it is found that there is no response from the Gazetted Personal Assistant for the first reminder, then a D.O. re-reminder should be sent to the Gazetted Personal Assistant from the next higher officer.

III. *Procedure on return from circulation.*

206. *Treatment of cases returned from circulation.*—After the date of return has been noted in the circulation register and on the case itself (except in the case of Secret cases), the case shall be submitted to the officer who directed circulation or to the Secretary if he has directed that all cases circulated whether under his orders or not should be submitted to him on return and to such other gazetted officer or officers concerned with 'From circulation card' [Form Secretariat II—12 (*a*)], placed over it in the case of non-confidential files, or if the case is confidential, in a confidential box with an appropriate card marked 'from circulation' on it. A secret case will be submitted to the Secretary in the box in which it is received after noting the date of return in the circulation register.

Note.—In departments were the Assistant in-charge of circulation is not provided with a confidential key, he will note the return of confidential boxes from circulation in the circulation register and immediately send them to the officer who submits such boxes 'from circulation' in accordance with the orders in force in the department.

207. *Cases returned to section direct from circulation—Assistant in-charge of circulation to be intimated.*—Cases sent in circulation should normally go back to the Section Officer concerned through the Assistant in-charge of circulation. If, however, an officer hands over or sends direct a particular case which has returned from circulation to the Section Officer or an Assistant Section Officer of the section, the latter should bring this to the notice of the Assistant in-charge of circulation so that he may note its return in the circulation register. The acknowledgment of the section Assistant should in all cases be obtained in the last column of the circulation register.

If a file which was sent by the Assistant in-charge of circulation to an officer for perusal after circulation does not return to him within 24 hours, the Assistant in-charge of circulation should send a reminder to the officer concerned after making thorough enquiry in the sections of the department.

208. *Interruption of circulation to supply information called for by a Minister.*—When a Minister wants any information from the office on a case marked for circulation to more than one Minister or to the Governor, the further circulation will cease until the information is supplied. In such cases, the Senior Personal Assistant or Junior Personal Assistant will be instructed by the Minister to return the case to the department concerned after the names

of the other Ministers or the Governor's Secretary on the circulation card have been scored out. The same procedure will be adopted in respect of cases sent open.

When such a case is returned to the Assistant in-charge or circulation, the latter will submit the case to the Secretary or other officer who directed the circulation or to the officer who submits 'from circulation' cases inviting attention to the Minister's note and asking for orders whether circulation may be interrupted.

209. When, in a case marked for circulation to more than one Minister or to the Governor, a Minister passes orders which are not in accordance with the orders suggested in the noting, further circulation should invariably be interrupted and the case submitted to the Secretary or other officer who directed the circulation.

210. *Miscellaneous instructions to Assistant in-charge of circulation.*—(i) When a linked file is attached to a case sent in circulation the fact should, where possible, be noted in the circulation register mentioning the current number of the linked file.

(ii) When valuable books or other documents are put up in a case sent in circulation, the Assistant in-charge of circulation should, where possible, note the fact briefly in the circulation register. If any such book or document is not received back when the file returns from circulation, the Assistant in-charge of circulation should, when returning the case to the section concerned, give a certificate that the book or document has not been received back with the case from circulation. The Section will take such action as may be necessary to trace and recover the book or document.

(iii) The Assistant in-charge of circulation is responsible for maintaining absolute secrecy of cases passing through his hands. Severe notice will be taken if he allows any unauthorised person to have access to a case or the circulation register.

The Assistant in-charge of circulation may give information to a Junior Personal Assistant or Senior Personal Assistant as to the number of boxes despatched on tour circulation to the Minister concerned on any particular day.

IV. Procedure relating to tour circulation.

211. *Circulation to the Governor on tour.*—Files should be sent to the Governor's camp in accordance with the instructions issued by the Governor's Secretary from time to time.

212. *Circulation to Ministers on tour.*—Circulation of papers to Ministers when they are on tour shall be in accordance with any instructions which they may issue.

213. *'Tour circulation' through Central Despatch Branch Rules*—(i) *Non-confidential papers.*—The tour circulation of non-confidential papers of Public Department and cases sent by Personal Assistants to Ministers will be undertaken by the Central Despatch Branch subject to the following conditions. If sent open the papers will be received in the Central Despatch Branch on working days only, upto 3-30 p.m. on all week days. The papers will be

collected and sent in rattan boxes as railway parcels (or by registered packet post, if less costly). Non-confidential papers if sent in boxes packed, sealed and labelled properly will be received in the Central Despatch Branch up to 3-30 p.m. on working days.

(ii) *Confidential papers*.—The 'tour circulation' of confidential boxes of Public Department and cases sent by Personal Assistants to Ministers will be undertaken by the Central Despatch Branch on working days, provided that the boxes are sent to them properly packed, sealed and labelled not later than 3-30 p.m. During the stay of the Governor at Uthagamandalam, Departments of Secretariat should send their confidential files intended for circulation to the Governor in sealed covers packed in ordinary wooden circulation boxes or rattan boxes and despatched to the Governor's camp by themselves. Regarding Public Department the above work is undertaken in Central Despatch Branch.

(iii) In respect of Public Department all the boxes for Ministers or the Governor will be sent by the Central Despatch Branch under a single railway credit note.

(iv) When the Governor or any Minister is on tour outside the State or whenever the Secretary to the Governor or the Ministers so direct in their tour programme, telegraphic intimation should be sent to the Secretary to the Governor, or as the case may be, to the Senior Personal Assistant or Junior Personal Assistant concerned, by the Central Despatch Branch or by the Departments of the Secretariat in cases in which they circulate papers direct, about the number of boxes despatched and the railway station to which they have been booked.

214. *Maintenance of tour circulation register*.—The Central Despatch Branch will maintain a register of boxes sent in "tour circulation" and of those received back from circulation.

215. *Distribution of files returned from 'tour circulation' to departments*.—(i) When the Governor or Ministers are not in Madras, the Secretariat Circulation Van should go to the Central Station or the Egmore Station, as the case may be, once in the morning and second time in the evening, if necessary, to fetch any boxes returned from tour circulation. The van should bring the boxes from the Governor's Secretariat before 3 p.m. daily.

The van duty Office Assistants in the Central Despatch Branch should attend to the distribution of boxes received. They should see that boxes, etc., marked special are sent on to the officers concerned as soon as they are received. Those received in the evening should also be passed on to the respective departments and not kept in the Central Despatch Branch for distribution, the next day.

The above orders apply to week days as well as Sundays and other holidays, subject to the modification that on Sundays and other closed holidays when the Central Despatch Branch is not working, the turn Record Clerk in the Public Department will attend to the distribution of boxes, etc., marked special.

(ii) Cases, boxes and covers returned from tour circulation will be forwarded, as they are received, to the departments concerned and acknowledgement obtained in the register.

Note.—Papers received from 'tour circulation' in rattan boxes will be sent to the respective Personal Assistants to Ministers by the Central Despatch Branch for distribution to the respective departments. Confidential boxes will not be opened by the Central Despatch Branch but they will be sent intact to the department concerned.

(iii) Cases, boxes and covers will be delivered by the Central Despatch Branch to the Departments of Secretariat by 10-00 a.m. through the Sergeant or Assistant Sergeant of the Public Department. If a department cannot arrange to take delivery at that time, it should make its own arrangements to take delivery in the Central Despatch Branch later.

(iv) Cases, boxes and covers returning from 'tour circulation' on Sundays or other closed holidays will be received by the turn Assistant Section Officer in the Public Department between 10.00 a.m. and 4.30 p.m. and by the conservancy and watch and ward staff out of those hours. The Supervisor is responsible for the delivery of the boxes, etc., received by the conservancy and watch and ward staff to the Central Despatch Branch on the next day by 9-45 a.m. On no account should a box, case, etc., received from 'tour circulation' on a Sunday or other closed holiday be taken by any section of Public Department without the knowledge of the turn Assistant Section Officer of the Public Department to whom he should give an acknowledgment.

(v) In order to attend to the delivery of boxes, etc., mentioned in sub-paragraph (iii) the Sergeant or Assistant Sergeant will attend office at 9-45 a.m. He should see that the boxes, cases, covers, etc., are sorted, listed and delivered to the departments concerned by 10-00 a.m. He should see that the Office Assistants who carry the boxes, cases, etc., bring back the transit register with the acknowledgment of the Assistant detailed for the work in the departments to which they are delivered. In no case should a box or file be left in a department on the ground that there was no Assistant to receive it or that some one asked it has better be left there. He should also arrange to depute two Office Assistants to be ready by 9-45 a.m. each day to carry and deliver the boxes, etc., to the departments concerned.

V. Procedure relating to meeting of Council of Ministers.

216. *Circulation of notice and agenda for meetings of Council of Ministers.*—Under the *Business Rules and Secretariat Instructions,* the Chief Secretary, in his capacity as Secretary to the Council of Ministers, should send to the Governor and to every Minister notice of the date and time of a meeting of the Council of Ministers immediately after the date is fixed by the Chief Minister. Simultaneously he will ask the departments to send him lists of subjects (including those left over from the previous meetings) to be included in the agenda. It is important that the titles given in the list should be the same as that given in the memorandum for the Cabinet prepared by the departments. The lists will be consolidated in the Public (Special) Department and submitted to the Chief Secretary promptly. After the agenda has been approved by the Chief Minister, copies thereof together with any other relevant papers should be sent to the Chief Minister, other Ministers and the Governor so as to reach them two clear days before the date of meeting. The Chief Minister may in the case of emergency curtail the said period of two days.

The agenda should be kept strictly confidential and there should be no leakage except in the formal official way of its contents or of the nature or results of discussion at the meeting.

217. *Circulation of memorandum for the Cabinet-Duties of Departments.*—It is the duty of the department concerned to prepare, unless the Chief Minister otherwise directs, a memorandum indicating with sufficient precision the salient facts of the case and the points for decision and to distribute such memorandum and such other papers as are necessary to all the Ministers, the Governor, the Chief Secretary and any other Secretary whose department is concerned at least seven days before the meeting at which the subject is to be discussed. The period of seven days need not be adhered to in cases of extreme urgency or if for any reasons a particular subject has to be discussed at very short notice. The Secretary will also arrange to send six spare copies of the memorandum for the Cabinet to the Public (Special) Department in a sealed cover. The memorandum should be treated as "Strictly Confidential" and there should be no unauthorised divulgence of any information contained therein. The Secretary will bring the file to the Cabinet meeting with copies of any Act, rules, reports etc. which may be required for reference at the meeting.

218. *Supply of spare copies.*—Departments of Secretariat are required to take only required number of copies of the Note for the Cabinet to be distributed as shown below :—

Secretary to Governor—1 copy

Chief Minister and other Ministers—1 copy each

Chief Secretary to Government—1 copy

Second Secretary to Government—1 copy

Secretary to Chief Minister—1 copy

Public (Special)—6 copies

Public (S.C.)—1 copy

Spare copies—10 copies.

Copies of notes distributed to the Ministers, the Chief Secretary, etc., and the extra copies sent to the Public (Special) Department will ordinarily be returned to the Secretary of the department concerned at the close of the meeting.

219. *Keys of circulation boxes.*—(1) Confidential boxes of each Department of the Secretariat have a separate key.

(2) The Ministers, the Governor's Secretary and Secretaries to Government have each a 'master key' by which confidential boxes of all departments of Secretariat can be opened.

(3) A Secretary to Government or the Governor's Secretary when handing over charge of his office to successor should intimate to the Chief Secretary, the fact of having handed over the master key and the confidential key to his successor. If he does not send any such intimation, the Public Department should ask the successor to inform the Chief Secretary whether the master key and the confidential key have been handed over to him.

(4) In some departments most of the Section Officers are provided with confidential keys. When a Section Officer who is provided with a confidential key goes on transfer, leave, etc., he should hand over the key to the successor or to the Under Secretary in charge of the confidential keys.

CHAPTER XII.

INDEXING AND PURPORTS.

220. *Object of index two fold.*—The object of the Indexes is two fold. In the first place, they are intended to keep Secretaries, Ministers and the Governor informed of the orders that have been passed, but have not been seen by them. Secondly, they are intended to enable one to trace the papers containing the orders passed on any particular subject.

221. *Title and head defined.*—The entry in the Index relating to an individual paper is called a "Title". The important word that is placed first in the title, by which its alphabetical position in the index is determined and on which primarily depends the possibility of finding the title, is called the "Head".

222. *Head must be obvious and distinctive.*—The first thing to do when writing an Index title is to select the head. The head must be a word that will naturally occur to any one who wants the papers. It must not be too wide. For instance, to index all the petitions received under the "Petitions" would be absurd; though orders of a general nature, relating, say, to the way in which petitions should be dealt with, would be appropriately indexed under that head.

223. *Consistency essential—Standard heads and sub-heads—Unauthorized additions forbidden.*—Consistency is essential in the selection of Index heads. Even if the heads are badly chosen, so long as there is consistency in their use, less mischief will be done than if they are in themselves better chosen, but papers relating to the same subject are indexed sometimes under one head and sometimes under another. Consistency can only be secured by adhering to a standard list of Index heads and sub-heads. A general list is given in Appendix VII. Every Assistant Section Officer and Indexer must constantly refer to the list. Each department of the Secretariat will have a list of Index heads of its own, selecting from the general list such heads as it ordinarily requires and adding to them such heads and sub-heads as may be found necessary, should be made only by an Office Order issued with the approval of the Under Secretary of the department.

224. *Use of heads and sub-heads.*—In the list some of the heads have their sub-heads printed under them. A head may be used along or in combination with a sub-head. A sub-head may not be used without a head. This rule is subject, however, to the instructions printed at the head of the list. Any head, may, if appropriate, be used as a sub-head under another head. for example, "Budget" may be used as a sub-head under "Police".

225. Under important and wide heads large number of sub-heads will be required. Every such sub-head must either be a head or sub-head found in the list, or one included in it under proper authority as laid down in paragraph 223.

226. *Smaller heads may be used alone.*—Under the large heads there will be some papers of a general nature. For such papers, a sub-head "General" may be opened under any head with several sub-heads. But this sub-head must be sparingly used. No paper for which a more definite and suitable sub-head can be found should be indexed under "General". One legitimate use of the head is when a case falls under several sub-heads. Another is when it falls under none ; for instance, there might be a Government Order dealing with the grant of allowances generally. This would have to be indexed under "allowances general". It is of the utmost importance that a "General" or Miscellaneous sub-head under a head should not be used except for legitimate purposes as sketched above. Of couse 'General' or 'Miscellaneous' should not be used as a head.

227. *Local classification.*—Local classification should be introduced where possible. For instance, after the head or sub-head should come the name of a district of a municipality. After the name of a district should come the name of the taluk, and after the name of the taluk that of the village. These names should be arranged in strictly alphabetical order. The districts should be arranged alphabetically. Under the name of each district the names of the taluks should be arranged in alphabetical order and under the name of each taluk, the names of the villages should be arranged, in alphabetical order where the subject matter lands itself to such a classification.

228. *Personal papers.*—(i) Personal papers relating to officials, except village officers, should be indexed under the name of the officer concerned. A proper title would be e.g. 'Subramanyan D. Sub-Magistrate Reduced'. 'Subramanyan A.' would come before 'Subramanyan D'.

(ii) In cases where a personal paper contains useful discussions on any general question or has any unique feature about it, it would be useful to 'cross-reference' the disposal under the appropriate head and sub-head.

(iii) All matters relating to individual officers need not necessarily be treated as 'confidential'. Where, however, the circumstances of the case require that it should be kept confidential, the title for the index should be so framed as not to reveal any matter which is confidential.

229. *Papers relating to Village Administrative Officers.*—Papers relating to village officers should be indexed under the head 'Village Administrative Officers' and according to the local classification. The title will be composed thus Class of officer (e.g. Village Administrative Officer), taluk, village, any further particulars, officer's name as in the following example :—

"*Village Administrative Officers*—(Tiruttani taluk, Kamapuram village)—Dismissal (Arumugam, P.)".

230. *Papers relating to suits.*—Papers relating to suits will be indexed under the head 'Suits', thus ; First will come the name of the district in which, followed by that of the place at which, the court is situated which is dealing with the suit, then the designation of the court, then the number of the suit, preceded by appropriate abbreviations 'A.S.' (Appeal Suit), 'O.S.' (Original Suit), etc. These abbreviations will be arranged in alphabetical order, and under each the suits will be arranged according to their years and numbers.

231. *Bracketed heads.*—Heads printed in brackets in the list in Appendix VII are not to be used as heads, but only, if necessary, as sub-heads under the alternative heads printed against them. They may not be used even so, if they are mere synonyms of such alternative heads. Thus for example, under the head 'Allowances', 'Conveyance' may be, and must be, used as a sub-head. Papers are not to be indexed under 'Exchange compensation' used as a head. Similarly, papers relating to Land Improvement Loans are to be indexed under 'Advances, Land Improvement'. But, 'Compulsory Labour' is not to be used under 'Kudimaramat' (the correct head), because they are synonyms. All papers relating to 'Compulsory labour' will be indexed under the head 'Kudimaramat' under sub-heads as may be found necessary.

232. *Arrangement of several sub-heads.*—The same title may contain more than one sub-head. The order in which these should be arranged is a matter in regard to which definite rules cannot be prescribed. Generally speaking the wider and more abstract should come before the narrower and more concrete. The necessity for consistency must not be forgotton.

233. *Title proper.*—After the heads and sub-heads comes the title proper, This must be as brief as is consistent with securing the objects specified in paragraph 220 above. Brevity is a merit in a title. If a title shows one at a glance, like a newspaper headline the subject of the paper, it is a good title. Unnecessary length is a positive evil in a title. It defeats the objects in view. The *head or sub-head should never be repeated in the title proper.*

234. *Wording and articulation.*—The title must consist mainly of substantives and adjectives (where indispensable). Participles and minor parts of speech should be excluded as far as possible. In order that strict alphabetical arrangement may be practicable it is essential that the title should be articulated or broken up into members, each consisting of as few words as possible and each expressing an element in the subject matter. Each member will begin letters with a capital letter, which will help to determine the alphabetical order and should be separated from the members preceding and succeeding it by a bold dash. It is no use to try to put too much into a single title. The title must indicate clearly but briefly one main subject of the order.

235. *Two or more titles when necessary—Cross-reference.*—If an order deals with more than one subject, two or more complete titles under different heads may be necessary. But the same title must not be repeated under more than one head, either in its entirety or partially. Instead of this, where a subject falls under more than one head, and it seems useful to index it under each head, but there is no need for distinct titles under each head, a cross-reference or cross-references must be used—that is, the complete title will be printed under one head, while against the other heads will be printed merely 'see, so' (mentioning the former head). The same cross-reference must never be repeated.

236. *Indexing of orders of other departments.*—When an order of another department is indexed in a department, the title under which the order has already been indexed is usually adopted. If necessary, it may be prefixed witha main head which will be more convenient for tracing the paper from the point of view of the department in which it is indexed.

The number, the date of the order and the name of the department will be printed in italics in the index.

237. *Consolidation of titles when printing.*—The same words must never be printed over and over again in successive titles in the index where this can be avoided.

This will be understood from the following examples:—

PASSPORTS—

Granted—

Abdul Karim (Straits).

November 8, No. 1151 (Ms.).

Abdul Rahiman Sahib (Natal).

November 8, No. 1148 (Ms.).

Cardazo, Mr. F.B.M. (England via., France).

November 26, No. 194 (Ms.).

Flers, Mr. R. C. (South Africa).

November 20, No. 1193 (Ms.).

APPEAL AGAINST ACQUITTAL—

Negatived—

Salem (Hosur) Second Class Magistrate—C.C. No. 254 of 1937.

October 4, No. 2068 (Ms.).

and so on. "Appeals against acquittal—Sanctioned" would follow, arranged on the same principle.

The entries should be arranged alphabetically by districts, under districts by courts (also alphabetically) and under courts by the number of cases, "C. As." coming first and 'S.Cs.' or 'C.Cs.' second.

238. *Indexing of questions and resolutions in the Legislature.*—In indexing Taml Nadu Legislative Assembly questions and resolutions, the following form should be adopted to facilitate consolidation of titles when the Weekly and Annual Indexes are printed:—

Tamil Nadu Legislative Assembly—

Questions—August 1987.

Courts.—Sessions—Batta to defence witnesses.

February 26, No. 207 (Ms.).

Resolutions—January 1987—

Separation of Judicial and Executive functions.

February 16, No. 159 (Ms.).

Cross-referencee may, if necessary, be made under and other heads under which the subject of a question or resolution should be entered in the Index.

Questions and resolutions in the Lok Sabha or the Rajya Sabha should be indexed under the head 'Lok Sabha' or 'Rajya Sabha' as the case may be. In important cases cross-reference may be given under the appropriate heads.

Note.—It is unnecessary to add the words 'papers recorded' at the end of the title of a question or resolution in the Legislature, if the file relating to the question or resolution did not result in any other disposal.

239. When a case relating to a question or resolution in the Legislature results in the issue of a general order, the disposal should properly be indexed under the head relating to the subject matter of the order but such a disposal should invariably be cross-referenced under the appropriate sub-head under the head 'Tamil Nadu Legislative Assembly' as the case may be.

240. *Indexing of budget motions.*—When the papers relating to a budget motion are recorded, the 'Demand' to which the motion related should always be indicated in the index title. When a substantial reduction is carried in a demand, the fact must be indicated in the title.

241. *Indexing of letter, demi-official, etc., disposals.*—When a disposal in the form of a letter, demi-official, endorsement, etc., is to be indexed, a title prepared according to the rules for the docket and the index should be got approved separately on the draft by the section. The practice of copying for the Index the incomplete abstract given at the head of the letter, demi-official etc., is to be deprecated.

242. *Examples of titles.*—Some examples of titles prepared in accordance with th foregoing instructions are given below:—

Officers—Re-employment—Civil departments—Procedure Funds—Reappropriation—Heads of department—Powers non-recurring expenditure—Deposits.

Government Servants Conduct Rules—Retired Government servants—Employment—Restrictions—Directorate agency or management of company.

Books and publications—Official publication—Indents Army—Revised procedure.

243. *Duty of Section Officers regarding index titles.*—It is the primary duty of the Section Officer to see that index titles are properly prepared. The officer will check the titles when drafts are submitted to him for approval.

The Section Officer should also carefully check the Monthly and Annual Indexes to see that the titles are properly arranged and that all defects are rectified.

244. *System of Indexing—Slip index.*—The system hof indexing whic obtains in the Secretariat is the 'slip index' system. Indexes are prepared strictly in alphabetical order of the index heads.

245. *Separate index for each department.*—A separate index is maintained for each department.

246. An index consists of two parts. Proceedings and letters in the Manuscript series are included in Part I and proceedings and letters in the Routine series and important demi-officials, endorsements, etc., which are given a distinct series of disposal numbers, are included in part II.

247. Distinct series of numbers are given to each of the following groups disposals included in the index:—

(1) Proceedings and letters in the manuscript series.

(2) Proceedings in the routine series.

(3) Letters, demi-officials, etc.

(4) Endorsements.

In departments other than public, letters other than those in the manuscript series. Demi-officials and endorsements are not indexed.

Indexes of Government Orders of "Routine" series are typed or roneoed monthly for circulation to all officers and sections in the department.

Monthly index.

248. (i) The abstracts of the proceedings, letters, etc., which are to be indexed, are prepared in accordance with the principles laid down in the preceding paragraphs. Before the proceedings, etc., are numbered in their respective departments and series, the typist prepares the tabling slip (Secretariat—Form II-22 mentioned in paragraph 133) in duplicate. One copy of the slip is given to the Index Assistant. The other is utilised in the section for ready reference. The tabling slip should indicate clearly whether the disposal was circulated to the Governor or Minister or whether it was seen by the Secretary, Additional, Joint, Deputy, Under Secretary.

(ii) The disposals prepared in accordance with the orders of Ministers or the Governor are to be shown as 'circulated' to them though the disposals themselves may not have been seen by them.

(iii) The abstracts should be typed very legibly to avoid possible errors in the Index proof.

249. (i) The indexer collects these abstracts on the evening of the last working day of every month. He then arranges the abstracts alphabetically, inserts at the head of the first abstract, the name of the departments and the heading "Government Orders passed during the month ending .... 19 " and adds at the foot of the last abstract "Submitted for the perusal of ....".

(ii) Confidential papers should be indicated by the addition of the word 'Confidential' after the number, and Manuscript series should also be clearly indicated after it, as under—

January 8, No. 17 (Ms.) (Confdl.)

(iii) Finally the indexer sends them to the Press for printing on the same day or the first thing on the next working day.

(iv) In printing Part I of the Monthly Index, the disposals seen by the Governor, etc., will be distinguished by distinctive symbols in the manner shown below:—

Disposals seen by the Governor—

Cases disposed of after discussion at meetings of the Council of Ministers—*

Disposals seen by the Minister or Ministers—§

Disposals seen by the Secretary, Joint or Additional Secretary— †

Disposals seen by the Deputy Secretary— ″

(v) Two copies of the proof will be obtained from the Press not later than the following Wednesday of the month, of which one after careful check by the indexer will be sent to the Section Officer concerned for correction. After the proof is corrected by the Assistant Section Officer and Section Officer concerned, who should deal with it as 'special' it is submitted for approval to the Under Secretary, who is in immediate charge of the department. The indexer carries out neatly in the second proof copy and corrections made by the Section Officer and the Under Secretary in the first copy and returns it to the Press with an order to strike off the required number of copies.

250. The Section Officers of the sections concerned will be held responsible for the indication in the monthly index of all orders seen by the Governor. Serious notice will be taken of omissions or incorrect indication.

251. (i) As soon as copies of the monthly indexes are received from the Press, the indexer will submit to the Under Secretary three copies of the Index one for submission to the Secretary of the Department, one for the Ministers and one to the Secretary to Governor.

(ii) The indexer will also send promptly a copy of the index to the Law Department for perusal and return. He will himself retain a copy for use in compiling the Annual index and provide, a copy for use in the Department.

Annual Index.

252. The Annual Index is prepared by utilising the slips used for the monthly indexes. As soon as the final copies of the index for the last month of the year are received, the slips used for all monthly indexes are arranged alphabetically scoring out repeated heads, and sent to the Press. Before sending them to the Press, the *indexer* should ensure by checking the numbers that all Government orders, letter, etc., issued during the year in the department have been brought on the index.

253. On receipt of proof, the indexer checks it with the monthly indexes and satisfies himself that no items have been omitted. He will submit the proof to the Section Officers for check who should deal with it as 'Special'. They should carefully see that the consolidation has been properly done and rectify all defects. On receipt of the proof from the Section Officers the indexer will return it to the Press for striking off final copies. The Under Secretary will depute another Assistant of the Office Procedures section to assist the indexer in making this check.

254. A distribution list of the Annual indexes will be maintained by the indexer in the form below:—

To whom distributed.		Annual indexes.
1. Office for reference	..	
2. Central Record Branch	..	
3. Other officers, if any	..	
4. Indexer for preparing annual index		

255. *Progress reports on compilation of indexes.*—The indexer will submit on the first week of every month to the Under Secretary a report showing the progress in the indexes. A similar report should be submitted in respect of Annual Indexes in the first week of January of the succeeding year until clean copies are received and despatched to the authorities concerned.

256. It is absolutely essential that the preparation of the indexes should be expedited and the proofs of the indexes should in every stage be treated as special by the indexer and the Section Assistant, Section Officer and Section Officers. The printed monthly index should be distributed to the Secretaries, Ministers and Governor before the end of the succeeding month. The printed Annual index should be ready before the end of April after the close of the year to which it relates.

CHAPTER XIII.

PRINTING AND PROOF CORRECTION.

257. *Printing work done at Government Central Press.*—The printing and binding works of all Departments of the Secretariat are done at the Government Central Press, Mint Buildings, Madras.

258. *When printing to be preferred to reneographing.*—Communications which can concessionally or more cheaply be copied by duplicating machines should not ordinarily be printed. Communications intended for wide circulation which require more than five hundred copies at a time and the copies to be placed on the Table of the Legislative Assembly which are less than five hundred but are lengthy and may not be legible and convenient for the Members to go through can, however, be got printed.

259. *What papers may be printed.*—Great care shall be exercised in ordering the printing of proceedings. The printing of proceedings should ordinarily be restricted to cases coming under one or other of the following heads:—

(i) Important cases.

(ii) Orders establishing important precedents or containing general instructions or rulings.

(iii) Papers likely to be required frequently for reference in more than one department in the future.

(iv) Orders of general application necessitating circulation to a large number of officers.

260. Government Orders of important nature should be printed by the concerned department of Secretariat and supplied to all Government Offices. All Departments of Secretariat should ascertain the number of copies required by the Heads of Department under their control and furnish the number of copies required to the Departments of Secretariat as well as the Works Manager, Government Central Press, Madras-79 and Director of Stationery and Printing, Madras-2. The list should be revised annually as on 1st January. Proofs of important Government Orders should be corrected by Government Press. Steps should be taken to print such orders within 15 days from the date of issue of the order with a view to avoid delay at all stages. Specimen signature of Section Officer of the Administrative Department should be enclosed in a separate sheet in respect of Government Orders not involving financial implications. The Works Manager, Government Central Press should arrange the despatch of the printed copies after affixing the signature of the Section Officers thereon. In respect of Government Orders involving financial commitment, the Works Manager should send the printed copies to the concerned Department of Secretariat for signature and despatch. Instructions should be issued in advance to the Works Manager, Government Central Press by the Administrative Department of Secretariat concerned for sending the printed copies of Government Orders involving financial commitment.

261. *Printing to be authorised by an officer of the rank of Under Secretary and above.*—(i) No paper shall be printed except under the orders of an Officer of the rank of Under Secretary and above or except in accordance with standing instructions. Section Officers should submit orders to print for

the initials of the Under Secretary of the department concerned and should note in the Press slip (Form Sectt. II-12) the number of copies to be printed.

(ii) *Number of copies to be limited to requirements*.—Great care should be taken to see that the number of copies to be ordered to be struck is not greater than is really necessary. The Officer placing the indent for printing should furnish a certificate in his own hand to the effect that he is personally satisfied that the number of copies indented for is really necessary and has been fixed with reference to actual requirements. Indents not accompanied by the certificate will not be complied with.

262. *Confidential printing*.—Confidential printing costs twice as much as ordinary printing. The practice of unnecessarily marking papers 'Confidential' should therefore be guarded against and as few copies as possible should be printed of confidential papers.

263. *Urgent printing*.—Urgent printing costs considerably more than ordinary printing. Papers for printing should not therefore be marked 'urgent' unless it is really necessary to do so. No work for the Press should be marked 'urgent' unless certified to by an Officer of rank not lower than a Deputy Secretary to Government. Calls for "immediate" printing and for work timed for return within 24 hours shall ordinarily be made by an officer not lower in rank than the Deputy Secretary to Government concerned.

264. *Work on Sundays and holidays—Special certificate required*.—Work should not be sent to the Press on Sundays or other holidays. The Press will not attend to work on such days unless a Secretary to Government certifies that the work is so urgent that it must be done during the holidays. Holiday work may be ordered only in exceptional cases by a Secretary or a Deputy Secretary to Government the concurrence of the Secretary of the Department in-charge of Stationery and Printing.

265. *Government Press to be warned in advance of urgent work*.—When printing work is likely to be required urgently, the Works Manager, Government Press, should be warned of it. Definite information should be sent to him of the amount of work to be done and the time when it will reach the Press. In fixing the time, a safety margin of half an hour, or one hour or two hours, as the case may be, should be allowed, taking into consideration the volume of work and the time that would be taken for the transit of the matter to the Press. If, for any reason, the matter cannot be so sent, the Department concerned should telephone well ahead to the Works Manager, Government Press. The matter for printing should, as far as possible, be sent to the Press in batches. Failure to give advance information to the Press as required above will involve a risk of the printing work not being executed by the required time.

266. *Papers for printing not to be sent in batches*.—The practice of sending papers to be printed off in batches causes delay, increase the cost considerably and leads to errors. It should be avoided as far as possible except in the case of urgent work. The order for printing the full number of signature, spare, press, circulation and other copies should be given at one and the same time.

267. *Spelling to be uniform.*—Uniformity in spelling is desirable in all Government publications. No departure from the style of spelling, etc., laid down in the Printing Manual should therefore be ordered, as every such departure cause unnecessary work for the Press and delay, and costs the Government money.

268. *Tabular form to be avoided where possible.*—Tabular matter is an expensive form of printing and should be avoided wherever it is possible to do so. The smaller the number of columns in a tabular statement and fewer the blank spaces, the lower will be the cost and the more quickly will the matter be printed. Large blanks in tabular statements for future corrections are nearly as expensive as reading matter and should be avoided. Indices and lists of contents should be printed in narrow non-tabular form.

269. *Printing in half-margin not ordinarily to be resorted to.*—Printing in half-margin is an expensive method and should not be resorted to except under special circumstances.

270. *Reprint in full of other departments proceedings, etc. to be avoided.*—The reprint in full of the proceedings of one department in the proceedings, circulars or office orders of another department or office should be avoided; in such cases only the number and date of the proceedings need be quoted at the top.

271. *Double printing of identical matter to be avoided.*—When a Government Order is almost identical with the Head of Department's reference on which it is passed, both should not be printed in full. It is sufficient to print the number and date of the Head of Department's reference followed by the Government Order if that is self-contained; or if that alternative is preferred, the Head of Department's reference may be printed in full and the Government Order should then simply state that the Head of Department's proposals are approved with such qualifications as may be necessary.

272. *Double printing of tabular statement, rules etc., prohibited.*—It is unnecessary to print in full a return received from, say the Head of the Department and the same return as corrected by the Government. The former being superseded by the latter, should not be printed.

Similarly when a set of rules or other similar matter submitted by a subordinate office is approved by Government without modifications or with minor modifications only, it will generally not be necessary to print the rules or other matter twice but merely to print them in the form finally adopted.

The principle to be observed is that if an original paper or an enclosure appears in full and again without material alterations as an annexure or appendix, it need only be quoted in the first instance and printed in full as an annexure.

273. *Use of colour inks for superscriptions etc. restricted.*—A word or even a letter printed in different colour from the text of the work causes an additional printing operation, and involves much expense and should be avoided. Such words as " Confidential " "for record" on the covers or dockets of proceedings can be printed boldly in black instead of in red ink. Where it is desired to give prominance to a paragraph or note, it can be printed in the same colour in bolder type or underlined or printed in italics.

274. *Use of 'Press slip'.*—Every paper should be accompanied by a Press Slip (Form Sectt. II-12) which should be filled in under the Section Officer's initials according to the instructions printed on it. It will be returned by the Press when proofs are furnished and should be sent back when a call is made for revised proofs or when a corrected proof is returned for striking. When finally returned by the Press, the slip should be filed with the original order or letter.

Clear instructions stating what papers are to be printed, whether each is to be printed in full, in abstract or headings only, in what order they are to appear and whether proofs are required, should be noted on the manuscript when it is first sent to the Press; information should also be given as to the number of copies required for signature or copies for placing at the disposal of the Press, or spare copies and of copies of issue and record sets.

As a rule, ordinary Government Orders of eight pages and under are kept in type for seven days and larger papers for two weeks after despatch of the final copies by the Press. It should be stated on the indent when a work is first sent to the Press whether copies will be required for any other purposes, and if the Press is for reasons stated asked to keep the type standing, the type will, if it can be spared, be kept for two months, but not longer.

275. *Printing of correspondence in proceedings—"Record set" and "Issue set".*—It is unnecessary to print the designation of all the authorities to whom circular letters are addressed by the Government of India, the Railway Board, etc., and lists of papers read in such communications when they are reprinted in a Proceedings of this Government. Where full correspondence should not be circulated to subordinate authorities in print, the proceedings are printed in two sets, viz, the "record set" and the "issue set". The former which will be printed only in specially important cases, will contain all the correspondence and will be used only in the Secretariat, the words, "For Record Only" being printed in bold type on the first page. The "issue set" copies will contain only the papers to be communicated outside the Secretariat.

276. *Number of copies of proceedings to be printed for issue, record, etc.*—The number of copies in the case of papers for issue is determined by the indenting officer with due regard to the availability of paper and with reference to—

(i) the nature of the paper, that is, whether it is to be sent to a large or small number of addressees or is likely to be made available to the public;

(ii) the number of spare copies that have to be sent under existing orders to certain addressees; and

(iii) the demand that is likely to be made by the Secretariat departments and subordinate offices for spare copies.

The number of copies of proceedings of Government printed for record is limited to seven copies in the case of non-confidential Government Orders and four copies in the case of confidential Government Orders. These copies will be in addition to copies for issue. If any department finds, in actual practice, that the above scale is insufficient, it should report the fact to the Public Department.

In the case of special sets of Government Orders placed at the disposal of the Press, the number of copies should be limited to four as shown in the first page of the press slip, except in the case of a paper which is likely to be of particular interest to the public.

277. *Printing of a case in instalments.*—When a case is of such importance that it is likely that the correspondence and notes will be printed in any case, and they are lengthy, they should be printed just before circulation, if there is time.

If after circulation, a reference is issued or for some other reason, the issue of orders on the case is postponed, advantage should be taken of the interval to print up the further notes and correspondence, if any.

Subsequent notes and correspondence, if any, and the orders issued on the case may be printed in continuation and the printing up of the whole case thus completed. Specific approval of atleast the Under Secretary should be obtained for printing up pending cases.

Note.—Types of such papers will not be kept standing by the Press longer than three months without special orders signed by the Secretary of the department concerned. Whenever the circumstances of the case permit, the portion of the case that could be printed should be printed of and not kept in proof. Copies of incomplete notes, etc., that may be printed in instalments will be kept in the Press till the whole case is completed.

278. *Editing matter for the Press.*—Defective arrangement of matter for the Press causes delay and expense. It may cost more to make extensive alterations in a proof than to reset the type. Before correspondence or notes are sent to the Press, therefore, manuscript matter should be carefully and completely edited with names, paragraph numbers, notes and other references inserted exactly as required in the final copies.

When a meorandum is to be printed in a Government Order the name and designation of the Officer who passed it shall be entered.

All matter that is not absolutely necessary for permanent record should be excluded ; routine notes, short notes which do not contain discussions of important points or principles and all matter of ephemeral interest such as reminders, inquires seeking information on matters of minor importance, etc. should be omitted.

Correspondence of an intermediate nature and of a permanent value such as reminders and answers to reminders must never be printed in a Government order.

279. *Editing of correspondence to be printed in Government Orders.*—As regards the printing of correspondence read in a Government Order, Section Officers shall be careful editing see that the amount is reduced.

280. *Section officers held responsible for careful editing.*—Section officers will be held responsible for careful editing of matter to be printed. When in doubt they should consult the Under Secretary concerned.

281. *What papers may be sent to Press.*—Orders of Government intended for communication to all subordinate Offices and local bodies should not be sent in original to the Press for printing of copies. Only typewriter copies should be sent with the Press Slip.

282. *Proofs—In what cases Press should be asked to send.*—Proofs shall always be treated as urgent and submitted for the approval of the Officer who ordered printing.

Proofs are ordinarily corrected in the Press, and are not sent to the Secretariat unless they are specially asked for or unless the Press requires information on doubtful points. The practice of calling indiscriminately for proofs must be avoided as it involves much increase in expense.

Proofs of matter already in print should rarely be required. Ordinarily one copy of proof would suffice. Not more than three copies of proof should be called for except over the signature of an officer of the rank of Under Secretary and above.

283. *Proof correction.*—Excessive author's corrections in proofs should be avoided. To avoid mistakes, corrections should be marked strictly in accordance with the list of proof-reader's signs and instructions given in Appendix IX. When the same matter is to be corrected by more than one person the changes made should be neatly and correctly transferred to one proof so that only one is returned to the Press. If proofs are recalled from the Press, the additional corrections should be made in ink of a different colour to prevent mistakes. Proofs should not be corrected in pencil.

284. *Return of proof—Proofs for correction should be returned promptly.*—The Director of Stationery and Printing will send to each department a first reminder after two weeks, a second reminder after four weeks and a third reminder after six weeks from the date of despatch of proofs by his office, if the proofs are not returned to the Press after correction. He will report the matter to the Secretary to the Department concerned if the proofs are not returned to him even after eight weeks.

285. *Method of printing of proceedings of Government letters and other similar papers.*—In spacing, centering, Class of types to be used, the size and quality of paper, etc., the Press has its own rules and the office is expected merely to point out patent mistakes.—

(1) In the case of proceedings, the abstract is printed immediately after the number and date of the proceedings.

(2) When a judgment forms an enclosure to a paper to be printed, the orders of the Under Secretary must be taken as to whether it should be printed or not. (When the judgment is urgently needed for other purposes before it can be printed, or has to be returned in original to the office from which it is received a copy must be made in the office or a duplicate called for.)

(3) The enclosures and appendices to Government orders should be printed immediately after the order and not on a separate sheet.

(4) Enclosures are always printed in small type immediately below the read paper to which they relate. When there is more than one main enclosure to a read paper it is printed in chronological order. An enclosure to an enclosure is printed after the latter.

(5) In some cases, e.g., when only a portion of a proceedings is communicated to another office, such portion should be sent in manuscript or an extract in print should be sent as the case may require.

In such cases, the complete proceedings will be printed for record, the list of addresses at the end of it being so printed as to contain entries indicating clearly what portion of it was actually communicated to each addressee. Such copies of the proceedings should be distinguished by words "For record only" on it.

(6) Proceedings and letters following them are printed separately and are included in the proceedings volume and in the record bundles in the form in which they are printed for issue. Those required for record purposes will be stitched together with their connected notes.

(7) With the aid of the abstract given in the order, the Press prints a brown docket form which is added by it to the originals of proceedings and letters sent to it. This docket is reproduced in the printed copies of proceedings but not of letters which are not proceeded by any correspondence. There shall be no separate docket sheets and the communications or order should begin immediately after the docket.

286. *Transmission of papers to the Press.*—All papers for printing at the Government Central Press, Madras, are to be sent to the Press by the Departmental despatcher of the Central Despatch Branch.

287. *Points to be observed by the subject Assistant Section Officer.*—The subject Assistant Section Officer prepares in accordance with the foregoing instructions manuscripts for the press which will be accompanied by a press slip duly filled and also abstracts of Government Orders or letters read, if any, in the proceedings. He will remove all papers which are not intended to be printed and keep them with him with a slip stating that the papers for the Press were sent on such and such a date. The paper is then submitted to the Section Officer of the Section who counter initials the press slip after satisfying himself that the papers have been properly edited and arranged and that all ephemeral matter has been deleted.

288. *Despatch of orders on printed reports.*—In the case of an order on a printed report which has not been reprinted in full in the proceedings, the subject Assistant Section Officer shall obtain from the Press a sufficient number of copies of the report for despatch to the addressees.

The subject Assistant Section Officer shall mark on manuscript proceedings printed in a subsequent proceedings " Printed in G.O. No. .... Department, dated ....".

The subject Assistant Section Officer shall mark the words " Since printed " on the docket of proceedings which are subsequently printed.

289. *Gazette Notifications.*—All Notifications for publication in the Gazette are despatched by the concerned section in the departments through the departmental despatcher of the Central Despatch Branch. Proofs are generally checked in the Press itself. In cases where they have to be checked in the Secretariat, the Press will send them in one batch direct to the department concerned. When, however, any proof has been received by the departmental despatcher, he should send it immediately to the section concerned.

In order to ensure that the notification sent to the Press are duly published in the Gazette, sections should keep open the connected files, watch the publication of the notification and close the files only after noting therein the number

and date of the notification, page number, section, Part and date of the Gazette in which such notification has appeared. If the notification is not published within two weeks from the date of its despatch, the Works Manager, Government Press, should be reminded.

290. *Latest time for the receipt of copy and proofs for the Press.*—Notifications (accompanied by a signed order) must reach the Director of Stationery and Printing, by days specified in Appendix X and he is authorised to withhold till the next issue, matter for the Gazette which does not reach the Press in accordance with these instructions.

291. *Holding over of exceptionally long Notifications.*—Notifications which are exceptionally long, but received within the prescribed time, may be held over by the Works Manager, Government Central Press; he will, however, on receipt of the notification, inform the department concerned of his inability to insert it in the Gazette about to issue.

292. *Gazette Extraordinary.*—Gazette Extraordinary cannot be issued without the sanction of the Secretary of the department concerned except in the case of those containing notifications issued over the signature of the Chief Secretary or notifications issued on occasions of special importance such as declaration of War, the conclusion of a Peace, the assumption of charge by a Governor, the appointing of Ministers.

NOTE.—(1) Notifications which are to be published on the same day should be received in the Government Press before 12 noon. (Notification containing more than six type-written pages and up to 24 pages typed on one side of the sheet will be published bearing the next day's date); and

(2) Notifications received after 12 noon should be published as Gazette Extraordinary bearing the next day's date.

293. *Binding.*—Section Officers of sections shall carefully and strictly observe the rules in the Printing Manual regarding the binding of publications and not treat them as a routine matter.

294. *Forms, covers, etc.*—The Press should not be asked to print forms, covers, etc., which are not on the standardized list without the express orders of Government.

295. *Check on arrears.*—For check on arrears and delays in printing and proof correction, see paragraphs 302 and 311, Chapter XIV—"Checks on delays and arrears".

CHAPTER XIV.

CHECKS ON DELAYS AND ARREARS.

296. *Duty of Deputy Secretary and Under Secretary.*—It is the duty of the Deputy Secretary and Under Secretary to check delays in the sections in their charge. In order to ensure promptitude in the despatch of business, individual instances of delay should be severely dealt with when they come to light and responsibility of the Section Officers for constantly watching the files in their Assistant Section Officers' custody and seeing that they are not shelved should be enforced. The Deputy, Under Secretary must periodically inspect the Personal Registers of Assistant Section Officers Call Book, Reminder Diary and Register of Periodicals.

297. In cases where there has been no response from the Head of Department in spite of three or four reminders, the Under Secretary or the Deputy Secretary concerned may get in touch with his opposite number in the Head of Department over the phone, ascertain the position and impress on them, the necessity for sending a quick reply. Whenever such contacts are made the details of the diecussion, the date by which final reply is promised may be recorded in the file itself. If the reports are not received by the promised date, the matter may be taken to the notice of Deputy Secretary/Joint Secretary/Additional Secretary|Secretary, as the case may be, so that they may contact the Head of Department himself over the phone, if possible, or follow-up the matter by issuing stringent, D.O. letters.

298. *Duty of Section Officer.*—The Section Officer is responsible for the efficient and expeditious despatch of work in his section. To enforce this, he should thoroughly examine the Personal Registers once a fortnight on a specified day of the fortnight. He should check the Call Book, Reminder Diary and Register of Periodicals at reasonable intervals, say, once a week. He should initial the registers in token of his check. The check should not be merely nominal. The Section Officer should not only see that the entries in the registers are correctly and punctually made but also take immediate action on delayed and urgent cases. He should ask his Assistant Section Officers to produce such papers and give them practical help to put them up quickly or should himself take over and deal with them. It is his duty to ensure that no delay occurs which could with diligence be avoided and that no paper is shelved by Assistant Section Officers. For this purpose he should, besides the weekly check of registers, inspect frequently the papers pending with each Assistant Section Officer.

299. *Duty of Section Assistant Section Officer.*—Section Assistant Section Officers will be personally responsible for delays in the disposal of their papers at all stages. The responsibility should not be considered to have ceased when a file is marked for issue but continues until the process of despatch has been gone through and the paper is sent to the Central Record Branch for recording.

300. *Periodical Reports and Returns and Maintenance of consolidated periodical register.*—A consolidated periodical register shall be maintained by each Department of the Secretariat. The Office Procedures section of each Department of Secretariat shall assign a common number for each periodical

in a continuous series for the entire department. These numbers shall be permanent and shall not be altered from year to year. If any new periodical is included, fresh number shall be assigned. If any periodical is cancelled, its number shall not be assigned to any other new periodical. It is the responsibility of the Office Procedures section of each department to assign a new periodical number or issue instructions deleting a periodical from the consolidated periodical register. The form in Appendix XI shall be adopted for the consolidated periodical register. The office procedures section should also maintain a separate stock file exclusively for the periodicals to facilitate easy reference. To watch the punctual receipt of despatch of periodicals, reports and returns, each section will maintain a register of periodicals in the prescribed form (Sectt. II-40—*Vide* Appendix XI). They will be referred to by the numbers assigned by Office Procedures section, e.g., 'P-4', 'P-8', etc., and will not be given separate current numbers. The register will be written up at the beginning of the calendar year so far as columns (1) to (4), (6) and (7) are concerned. Where a periodical is due from more than one officer, each officer from whom it is due should be entered on a separate line in column (3). References received on a periodical or a periodical taken up for action in the Secretariat should not be brought on to the personal register unless important correspondence arises from them. Full use should be made of the periodical register for this purpose, thelast column of which provides for the entry of any routine correspondence such as reminders, etc., for this purpose. In other respects, periodicals should be dealt with in the same manner as other correspondence. The register of periodicals shall be submitted to the Under Secretary or Deputy Secretary, as the case may be, for inspection once every month on a date to be specified by the officer.

In order to check whether prompt action is taken on the periodicals, a calendar of dates, as in the form in Appendix XII, indicating the permanent numbers assigned to the periodicals that should be sent outside the departments or to be received from other Department of Secretariat or Heads of Departments on the particular dates in particular months, should be pasted on the front page of the periodical register. In this calendar, the numbers assigned to the periodicals that should be sent on or to be received on particular dates in particular months, should be entered and the entries should be rounded off after these periodicals are sent or received.

301. *Procedure in checking delays and arrears.*—The arrears may be classified as "external arrears" and "internal arrears".

302. *External arrears.*—These are checked by means of the "Call Book" and the "Reminder Diary". The following instructions are laid down for the maintenance of the Call Book and the Reminder Diary:—

(1) *Call Book.*—(*a*) (i) A Call Book will be maintained for each section in the prescribed form (Sectt. II-41—*vide* Appendix XIII). When a case is closed by the issue of a Government order or a letter numbered in a manuscript series which requires a reply or calls for a report, an entry should be made in the Call Book. When a reference is made to the Government of India on which orders cannot reasonably be expected for at least three months, the papers may be recorded in a Government Order provided that an entry is made in the Call Book. Other cases in which no action is necessary in the section for at least three months may also be entered in the Call Book and any reference ordered in such a file should be treated as final or if there is no

such reference the file should be 'recorded' or 'lodged' (if the matter contained in that file is by itself unimportant). The entry relating to the file in the subject Assistant Section Officer's Personal Register should then be closed by the final disposal given to the file. No entry should be made in the Call Book without the orders of officers of the grade of Under Secretary and above of the department. In every case, the proposal to make an entry in the Call Book must be made at the end of the draft when the draft is submitted or, where there is no draft, at the end of note when the note is submitted, the date on which it is proposed to take action next being mentioned. The Call Book for each section of a department will be maintained by the Assistant of that section. When an entry in the Call Book has been ordered, the subject Assistant Section Officer will send the file on to the Assistant. The Assistant will make the entries in columns (1) to (6) in the Call Book and will note the fact that he has done so and the Call Book number and date on the draft or the note below the order authorizing the entry in Call Book thus ("entered in the Call Book No. ...., dated ...."). Serial numbering in the Call Book should be done every year separately.

The Assistant will pass on the draft for issue and return the file to the subject Assistant Section Officer. The Section Officer of the section will be held responsible for ensuring that the entry ordered has been made. After the order or reference, if there is any such in the file, has been despatched, the "case" and the "put up" papers will be sent to the records as is done when a case is finally disposed of. If a report or reply is received before the date entered in column (6) of the Call Book, the subject Assistant Section Officer concerned should communicate the Secretariat current number and date of that report or reply to the Assistant who should enter that current number and date in column (7) of the Call Book ; the entry in the Call Book is not closed before the date entered in column (6), an extract from the Call Book should be sent by the Assistant not later than that date to the subject Assistant Section Officer after obtaining a current number form the Assistant in-charge of tappals. This new current number should be entered in the Personal Register of the Assistant Section Officer concerned who will send back the extract to the Assistant entering the new current number and date in column (7). The Assistant will enter these in column (7) of the Call Book and return the extract to the subject Assistant Section Officer. The entry in the Call Book will thus be closed. The subject Assistant Section Officer will then obtain the original file and "put up" papers from the record room and take such further action as may be necessary.

"(ii) For the sake of convenience "Calls" may be entered against 1st, 10th and 20th of a month even though there is no objection to 'calls' noted against other dates of a month."

(iii) When an order is passed that a case may "lie over" for a few days, no entry is necessary in the Call Book ; an order to "lie over" does not authorise a "current" to be closed. The current number should, however, be noted in the Reminder Diary [see sub-paragraph (2) (*f*) infra].

(*b*) In order to ensure prompt revival of calls, the Section Officer concerned will check the Call Book on the 1st of every month and the Call Book will be submitted by the section to the Under Secretary to Government concerned for check on the 16th of every month. The call Book of the sections shall be submitted to the Deputy Secretary concerned once a month, on a date to be specified by the officer.

(2) *Reminder Diary.*—The issue of reminders to outside officers and the initiation and resumption of action on papers will be watched in the section concerned under the following system :—

(*a*) Each section or each drafting Assistant Section Officer in a section, as may be decided by the concerned officers of the grade of Under Secretary and above will keep a Reminder Diary in the prescribed form (*vide* Appendix XIV). This diary is intended to act as a reminder to the section or Assistant Section Officer that some action is necessary. The first column ' Date ' will be reserved for the date of the month. In the second column should be entered the current number (C) of the paper or the number (P) of the periodical or the number (C.B.) in the Call Book with reference to which action is to be taken on that day.

(*b*) At the foot of every draft, whatever may its form, which entails a reply and every unofficial reference, the drafting Assistant Section Officer will enter in red ink a date for the issue of the first reminder thus : "Rem., 25th October 1974". This date may be altered, if thought fit, by any officer through or to whom the draft is submitted.

(*c*) On return of the draft or note approved, the Assistant Section Officer concerned or the Assistant of the section, as the case may be, will enter in the Reminder Diary the current number (C) against the date approved as that on which a reminder is to be issued, if necessary.

(*d*) When all replies are received to a reference, the entry relating to it in the diary may be scored out.

(*e*) If a case is entered in the Call Book, C.B. number will be entered in the Reminder Diary against the date on which action is to be taken.

(*f*) Cases which are ordered to lie over will also be brought on the Reminder Diary and below each " lie over " order there should be entered a date upon which action should next be taken on the case and the current number of the case should be noted against that date in the Reminder Diary.

(*g*) Cases which are sent in circulation will also be entered in the Reminder Diary. The current number of the case should be noted against the date on which the reminder to the Gazetted Personal Assistant/Senior Personal Assistant of the Minister concerned is to be issued.

(*h*) Before the beginning of each year, each Assistant Section Officer who maintains a Reminder Diary will enter every periodical with which he has to deal or with which his section is concerned, as the case may be, by showing its serial number in the concerned Register of Periodicals against the appropriate date or dates in the diary. The date in each case will not necessarily be the date on which a periodical is due in or out but will be a date on which action must be begun, e.g., in the case of a periodical due to Government it may be the date on which an advance reminder should be issued and in the case of a periodical due from Government to an outside authority the date will be such as to allow for preparation, noting and circulation and after these for despatch in good time.

(*i*) The Assistant Section Officer's first duty on each working day is to examine the entries in his Reminder Diary against that date and against any holidays immediately preceding that date. He will then examine the entries in the current register against the numbers mentioned on the Reminder Diary against these dates; if a current is closed, no further action is necessary if a current is not closed, the Assistant Section Officer should at once pick out the file from among the pending cases (which should always be arranged in order

of current numbers) and put up the necessary reminders for signature. If a Call Book number is shown in the Reminder Diary against the date, the Assistant Section Officer should ask the Assistant for an extract from the Call Book [*see* sub-paragraph (1) (*a*) (i) above]. If an entry in a diary relates to the periodical, advance reminder should be issued or other appropriate action taken. When submitted reminders a further reminder date should be suggested and the number should be entered against this date, as approved or altered in the Reminder Diary. This process will continue until the reference is replied to or the periodical is received.

The Section Officers are authorised to pass final orders in respect of the following cases :—

(1) Approval of draft reminders other than Demi-Official reminders to the Heads of Departments up to two reminders issued one after another in ordinary cases.

(2) Filing of interim replies received from Heads of Departments or Collectors, and

(3) Issue of U.O. reminders and Exchange reminders.

(*j*) Section Officers, Under Secretaries and Deputy Secretaries should, from time to time, check the Reminder Diary with reference to the pending files in the section.

Note.—The reminders, replies to reminders and notes relating to them should be kept distinct from the current file and note file and should be placed with the routine notes at the bottom of the case and destroyed after final orders are passed in the case.

303. *Delay in Printing*.—Whenever a paper has been with the Press for more than five days, the section concerned should issue a reminder. This reminder should, after the lapse of the first five days, he repeated at intervals of three days. Where the delay is inordinate in a particular case, the matter should promptly be brought to the notice of the officer concerned.

304. *Internal arrears*.—The arrears in sections are checked by means of the Personal Registers, Daily Detention List, Arrear List, etc.

Whenever a Demi-official reminder or a reminder in an important case is received from a subordinate officer, the Deputy or Under Secretary, as the case may be, in charge of the section shall call for the file and examine whether action has been taken as required and as promptly as possible and give such directions as may be necessary for expeditious disposal. The reply shall be issued only after such examination and based on such examination.

305. *Personal Register*.—(*a*) The Secretary, Additional Secretary, Joint Secretary, Deputy Secretary, Under Secretary as the case may be, will prescribe a certain day of a month in each quarter for each section in their Department for inspection of the Personal Registers of the Assistant Section Officers. The following time schedule may be adopted to the inspection of the Personal Registers of each Assistant Section Officer in the Departments of Secretariat in each quarter:—

Section Officer	..	Once a fortnight
Under Secretary	...	Once in a month
Deputy Secretary/ Joint Secretary	...	Once in a month in respect of sections which submit files direct to Deputy Secretary.
Additional Secretary/ Secretary	...	In other cases once a quarter

Every year the Office Procedure section may prescribe a calendar of dates for submission of Personal Registers of each Assistant Section Officer to the Under Secretary, Deputy Secretary, Joint Secretary, Additional Secretary, Secretary as the case may be, and get it approved and communicated to all officers and sections in the department to ensure that the Personal Registers of all the Assistant Section Officers are checked by the superior officers without any omission. The calendar of dates should be fixed in such a way that the dates of submission of Personal Registers of various Assistant Section Officers to a particular officer are spread over the entire month.

The Personal Registers should be submitted to direct to the Officers concerned as per the time schedule prescribed by the Office Procedures section. After check by the Officers the Registers may come through the other officers down the hierarchy.

(iv) On the date fixed the Personal Register or Registers of the sections must be on the side rack of the officer concerned by 10 a.m. with all papers received upto the evening of the previous day entered and numbered. If a day happens to be a holiday, submission will on the next working day. The Secretary, Deputy or Under Secretary will examine all entries dealing with unclosed files. He will see that entries in columns (7) and (8) dealing with submission and columns (9) to (14) dealing with references, are kept up-to-date. He will see that new papers are submitted by the Section Officer within five days of receipt and that papers delayed for more than five days in submission or in the issue of references or other action are submitted to him at once with reasons for the delay unless his knowledge of the files renders this unnecessary. Any queries or remarks made in the register by the Secretary, Deputy Secretary or Under Secretary must be answered immediately and the registers resubmitted.

(v) The Secretary, Deputy or Under Secretary will also by means of this inspection, exercise control over the framing of the abstracts of all the papers entered and will see that these are as concise as possible and framed according to the rules and the list of prescribed heads for Index. He will also exercise a check over the proper maintenance and neatness of the Personal Registers.

A fly leaf should be pasted in the opening page of the Personal Register indicating the columns to provide for the date fixed for submission of the Personal Register each month, the date of actual submission in the month, reasons for delay in submission the initials of the Assistant Section Officer, Section Officer and the Under Secretaries concerned. This will be useful to check up the delay in submission of the Personal Register at a glance at the time of inspection.

(*b*) Papers pending at the end of a calendar year will be brought forward into a new register of the following year if they are not disposed of by the 31st March. For this purpose, sufficient blank pages should be left at the beginning of the new register and the Section Officer will certify on the first submission of the register after 1st April that all pending papers of the previsous years have been brought forward. There is no need to bring forward all previous entries

regarding these papers. All that is required is the last reference issued or received, the last submission date, the current number of the pages in the previous year and its title.

306. (i) *Five days rule.*—Papers will normally be submitted by the office within five days of their receipt in office, i.e., from the date revealed by the Officer's date seal. Similarly papers will normally be resubmitted within five days from the date on which they are marked back to the office. The Section Officer will be held responsible for any paper found pending in his section without sufficient grounds for more than five days. Holidays will not be excluded in calculating the period of five days.

No paper shall be kept in the office for more than ten days without the permission of the Under Secretary or the Deputy Secretary, as the case may be.

(ii) *Avoidance of delay in issue of orders on return from circulation.*—Final orders shall be issued in files returned from circulation at any rate within seven days (inclusive of holidays) after the receipt of files back from circulation. A monthly D.O. report in the form below shall be sent by all Secretaries to Government to the Special Commissioner and Secretary to Government, Personnel and Administrative Reforms Department to review the number of cases in which orders were not issued within the period of seven days. The report for the month shall reach him by the 3rd of the next month :—

FORM

Cases where orders have not been issued within seven days of receipt from circulation.

Name of Department

Month

Serial number.	Current number.	Subject.	Date of approval by the Minister.	Reasons for delay where orders were not within seven days.
(1)	(2)	(3)	(4)	(5)

307. *Daily Detention List*.—(*a*) (i) Under the Five days rule, the D. List shall be prepared by each Assistant Section Officer in the prescribed form (Secretariat II—20 in Appendix XIV), incorporating the details of cases on which action has not been initiated for more than five days from the date of receipt and submit it to the Section Officer concerned, *daily*.

(ii) The Detention list should be submitted every Monday to the first level officer, viz., Under Secretary or Deputy Secretary (in the case of sections submitting files direct to Deputy Secretary). The D. List should reach the officer by the forenoon on that day showing all pending cases upto the last working day. The officer will critically examine the list, if necessary, with files and give instructions to the Section Officers and Assistant Section Officers concerned for their immediate disposal.

(iii) Failure to submit or delay in submitting the list or failure to include items which ought to be included is a serious offence and will be dealt with severely. All directions issued by officers on the list should receive prompt attention.

(*b*) *Arrear List.*—(i) An Arrear List showing the cases pending for more than three months is submitted in the prescribed form (Secretariat II—21 in Appendix XV), punctually in accordance with the orders in each department.

(ii) Failure to submit or delay in submitting this list or failure to include item which ought to be included is a serious offence and will be dealt with severely. The directions issued by the officers on the List should receive prompt attention.

(iii) The Arrear List should be critically scrutinised by the officer at the level of Deputy Secretary or Joint Secretary as the case may be, once a month and the list is scrutinised along with the files at least once in 3 months.

308. Cases seeking 'lie over' orders for short periods, should be submitted to Under Secretary. In case such periods exceed 3 months in the aggregate, further lie over orders, if absolutely necessary, should be obtained from the Deputy Secretary/Joint Secretary. In case of further delays, the matter may be placed before the Secretary of the Department for Orders.

309. *Half Yearly Business Statement.*—In order to keep the Government informed about the accumulation of old files in the Departments of the Secretariat, each department should send Half-Yearly Business Statements in the Form prescribed in Appendix XVII to he Chief Secretary to Government in the Personnel and Administrative Reforms (AR) Department who will review the work and suggest ways and means for their disposal. The statements for the Half-Yearly ending June and December should be submitted by the twentieth of the month following the period to which they relates.

All the Departments of the Secretariat should assign a periodical number for the half-yearly return referred to above, in their periodical register and watch the prompt submission of the return.

310. *Special list showing pendency.*—Any special lists or statement showing pendency prescribed in each department shall be submitted in accordance with the orders in force in that Department.

A special register of important reference as in the form given below shall be maintained by the Personal Clerks to Officers which shall be checked by the Officers once a week to follow up delayed cases :—

FORM

SPECIAL REGISTER OF IMPORTANT COMMUNICATIONS.

Serial Number.	*Nature of communication and brief subject.*	*From whom received and date.*	*To whom sent and date .*	*Date of submission by section concerned.*	*Remarks.*
(1)	(2)	(3)	(4)	(5)	(6

A. special register showing the files containing the minutes of Ministers and remarks of the Secretary should be maintained by each section in the form given below to watch the action taken on those files—

FORM

Special register showing the files containing minutes of Ministers and the remarks of the Secretary.

Serial Number.	*Current number and date.*	*Subject (should be indicated clearly).*	*From whom received.*	*Outside number and and date, if any.*	*Minutes of Ministers or Secretary's remarks.*
(1)	(2)	(3)	(4)	(5)	(6)

Time limit fixed, if any, for submission.	*Date of submission.*	*Reference issued to whom, number and date.*	*Reminder issued, number and date, Number and Date of receipt of interium reply .*	*Present stage to be indicated in pencil.*	*Final Disposal number and date.*
(7)	(8)	(9)	(10)	(11)	(12)

The Section Officer is responsible for the entries made in the Specil Register. The Under Secretary should also personally check the Special Register and avoid omission of any entries in it. The register should be submitted to the Deputy Secretary on the first working day of every week and to the Joint Secretary or Additional Secretary or Secretary, as the case may be, on the first working day of the last week of the month through the Under Secretary.

Effective action should be taken to obtain the reports from Heads of Departments, wherever necessary, as expeditiously as possible. Further examination at Government level should also be pursued without delay at every stage and the files circulated to Ministers or submitted to Secretary within a period of three months.

311. A special register showing the remarks of the Inspecting Officers recorded on the progress of the implementation of the Official Language should be maintained by each department in the form given below :—

SPECIAL REGISTER SHOWING THE REMARKS OF THE INSPECTING OFFICERS ON THE PROGRESS OF THE IMPLEMENTATION OF THE OFFICIAL LANGUAGE.

Name of the Department :

1. Date
2. Name and designation of the officer who records remarks :
3. Remarks on the implementation of the Official Language :
4. In respect of the maintenance of the registers, names of those of the registers in which entries are not still written in Tamil to be noted :

5. Other subjects :

6. General :

7. Signature of the Officer who recorded remarks :

When higher officers undertake general or other inspection of these offices, such officer shall record the result of inspection on the implementation of Official Language in the above register. The Secretary of the department concerned shall record his remarks at least once in six months for having seen the above register.

312. *Delay with officers and in Circulation.*—The Section Officer should every Monday bring to the notice of the Deputy or Under Secretary, as the case may be, any cases which his periodical inspection of registers shows to have been with a superior officer or in circulation for more than a fortnight. In order that he may discharge this duty efficiently, he will ensure that columns (7) and (8) of the Personal Register are posted up regularly.

Officers of the level of Under Secretary to Government and above should also ensure that files are not pending with them for more than three weeks for one reason or other. They should also send a report showing the number of files pending with them for more than three weeks to the next level officer every month. The Under Secretary should submit a report to the Deputy Secretary and the Deputy Secretary to the Joint Secretary or the Additional Secretary and the Joint Secretary to the Secretary.

313. *Delay in issue.*—All papers marked for issue are ordinarily expected to be issued within twenty-four hours of the time at which they are given to the Typist for fair copying. It will be the duty of the Section Officer concerned to see that the papers pending issue at the end of the day are attended to first thing on the following working day and are despatched before the close of that day.

314. *Delay in proof correction.*—To afford check on the delay in the return of proof to the Press, the Director of Stationery and Printing will send to each department every fortnight a list of proofs belonging to the department which have been sent out from the Press and not returned within seven days. The list should be submitted immediately on receipt with explanation for the delay.

315. *Review of Long Pending Files.*—The Secretary, Additional Secretary, Joint Secretary, Deputy Secretary as the case may be, shall review the long pending cases, pending over one year, as per a programme to be drawn up by them, every year as per a time schedule with a view to reduce the pendency, by personally looking into the causes which delay or obstruct, taking a final decision in the issues involved. While reviewing the cases, the officers concerned shall issue suitable directions regarding the course of action to be taken on the issue involved. If necessary, they may contact their counterparts in other Departments or Heads of Departments concerned in order to expedite the disposal of the cases.

In order to enable the officers to examine the long pending file systematically the Assistant Section Officers concerned shall submit the long pending file with a case history sheet in the following format :

FORMAT.

Case history sheet for review of long pending file.

Department . Section : Seat :

1. C. No. and Date of receipt :
2. Subject :
3. From whom received or how the case arose ? :
4. Brief history of the case (viz.) :
   - (i) the ' purpose ' of the case (i.e.) what is to be achieved :
   - (ii) the ' means ' by which it has to be achieved, etc.
   - (iii) Action taken so far in this regard :
5. Reasons for pendency :
6. Present stage :
7. Orders of the Officer who review the case. (The officer concerned shall issue clear directions as how to proceed further with the case) :

CHAPTER XV

FAIR COPYING, EXAMINING AND DESPATCHING.

316. *General.*—The Work of fair copying and examining papers (confidential and non-confidential) of each department is done in the respective departments. The despatch of papers of all departments except the Legislative Assembly Secretariat is done in the Central Despatch Branch.

317. *General rules regarding copying.*—The following general rules regarding copying will be observed by the Typists :—

(1) Before a Typist begins to copy a paper for issue, he shall verify that it bears the initials of the Section Officer concerned authorizing the issue.

(2) All proceedings of Government (Government Orders), Letters, Endorsements, etc., except those issued in roneo should be typed in forms embossed or printed with the Tamil Nadu Emblem. Communications to the Government of India, other State Governments, the Accountant-General, and Diplomatic-Missions should, however, be in embossed sheets. Copies of communications conveying expenditure sanctions intended for the Accountant-General should invariably be made out on sheets embossed with the State Emblem and authenticated in ink by the prescribed authority. A duplicate copy of each sanction order of Government may be marked to the Accountant-General (Audit-I), Accountant-General (Audit-II) and the Principal Accountant General (Accounts and Entitlements) by name as "Duplicate" at the same time as the original sanction is sent to the Accountant-General's Office in the usual course.

Note.—The expression 'expenditure sanction' does not include financial sanctions like delegation of financial powers.

(3) Any fair copy extending over more than one page shall be typewritten on both sides of the paper.

(4) All copies must be made neatly and legibly.

(5) Copying must be done with care, erasures and corrections being avoided ; interlineations should not be made, specially in 'letters'.

(6) In copying the first word of a separate item in the preamble to a proceedings and the first word of every paragraph in a communication to be issued, a five or six letter space should be left between the word and the prescribed margin.

(7) The margin to be left blank should be on the left hand side of the front page and right hand side of the back page of a sheet of paper. The margin may be encroached upon only if statements have to be copied in the body of a communication and are too big to be typed on the portion on which the communication is copied.

(8) Marginal entries, unless they are very small, should be inserted by an indenture made on the side on which the communication is copied and should be separated from such communication by three lines ruled or typed on the top, bottom and the side facing the body of the comunication.

(9) All fair copies should be typed with single spacing.

(10) In forms of corespondence in which designation of the officer sending the comunication has to be typed underneath his signature, the name of the department need not be typed, if that is printed, embossed or typed at the top of the paper.

(11) In official correspondence, if the designation of an officer is typed, his officiating status (if he is an officiating officer) should not be indicated by the word 'Officiating' before the designation.

(12) If there are enclosures to accompany a communication they should be indicated by an oblique line (thus) in the margin against the paragraph in which they are referred to.

(13) Copies should be made on the smallest sheet consistent with the dignity and requirements of the communications. The appropriate form where one has been prescribed should be used.

(14) The Typist should *invariably type his initials with date at the left hand corner* at the end of a fair copy.

(15) Drafts of letters should be kept as office copies and carbon copies should be made only when the draft has been so extensively altered as to make it necessary to have a clean copy. When possible, the carbon copy of a letter should be typed upon the back of the letter to which a reply is being sent.

318. It is the duty of the Section Officer or in his absence the Assistant Section Officer concerned to see that instructions are clearly and fully noted on the draft for issue before it is given to the Typist for copying, such as, whether it is a reference or a final disposal, and, if a final disposal, its nature, the person or persons to whom it is to be sent, and if the whole of it is not to be communicated to all of them, the portion to be communicated to each, the enclosures that are to accompany it, nothing which of them should be sent in original and which to be copied and sent, whether the communication should be sent by registered post and if so, whether the addressee's acknowledgment is necessary. The Typist and Assistant should see that the paper is accurately copied in accordance with the instructions before it is sent to the Central Despatch Branch.

319. *Telegrams, Telex Messages, Cablegrams and Teleprinter messages.*—(i) The Telegrams, Telex messages and Cablegrams should not be sent to Post Offices but presented only in Telex service functioning in Secretariat between 08.00 hours and 20.00 hours on all working days and between 12.00 hours and 17.00 hours on all Government Holidays. The superscription "State Ordinary" "State Express", "State Most Immediate", etc., should be correctly entered in accordance with the instructions given by the officer concerned. The Immediate|Priority telegrams|telex messages shall be signed by the Deputy Secretary of the Department concerned. Ordinary or Express telegrams/telex messages shall be signed by the Section Officer concerned. The number in the office copy of the telegram|telex message entered in accordance with the instructions in paragraph 22, should invariably be entered in the fair copy also. In case when a department requires to book large number of telegrams|telex messages, viz., more than 50 at a time (e.g. to all members of Legislative Assembly, to all Tahsildars, etc.) the telegraphic|telex matter should be roneoed in the first instance and the addresses entered individually and presented in the Central Telegraph Office Counter with a covering letter from the department concerned addressed to the Chief Superintendent, Central Telegraph Office, Madras-1. No stamps need be affixed or remittance made.

Wireless messages addressed to Ministers, Secretaries to Governments, etc., of the Government of India and other State Governments are issued through the Teleprinter Service functioning in the Secretariat between 08.00 hours and 20.00 hours on all working days and between 12.00 hours and 17.00 hours on all Govenrment Holidays. The teleprinter service transmits messages to the addressees through the Inter-state Wireless Police Station.

Telegrams in cyphers are issued through Public (S.C.) and Home (S.C.) Departments.

(ii) Post copies of Telegrams, Telex messages, etc.—

(*a*) In every case where a telegram|telex message|teleprinter message is typed, a post copy of it should also be prepared and despatched simultaneously with the telegram|telex message|teleprinter message.

(*b*) The post copy of a telegram or cablegram sent to any of the Indian Missions in foreign countries should be typed in letter form as follows :—

"I am directed to confirm the following Telegram|Cablegram despatched to .... on .... instant :—
(Body of the Telegram|Cablegram enclair).

Yours faithfully,

..............................."

(*c*) No post copy of a cypher telegram should be sent if in very rare circumstances, it should be necessary to confirm a cypher telegram, the confirmation should always take the form of a very liberal paraphrase and never repeat all the words as drafted in the office copy. Not even such a paraphrase should go without the orders of the Under Secretary, Public Department, who will decide whether the circumstances really necessitate such an action.

(*d*) Departments of the Secretariat should inform the Section Officer, Public (S.C.) Department, sufficiently in advance if any cypher telegram has to be issued on any evening from their respective departments so that arrangements can be made for the cypher staff to remain on duty even after 4.30 p.m. Cypher telegrams|telex messages should always be given departmental reference numbers.

320. *Endorsement.*—An endorsement is usually written or copies on the last page of the current if there is room and if not, on a separate form embossed with the Tamil Nadu Emblem added to the current. The endorsement if copied on the current is headed "Endorsement No. ...., dated ....", the department being entered at the right hand top corner, but if the endorsement is on a separate sheet, the department is typed as above, the paper on which the endorsement is issued is quoted and below it the entry "Endorsement No. ...., dated .... is entered. If the endorsement is to be signed by an Under Secretary, the words "By Order" are inserted above the officer's designation with a three-line space between. The address is enterd on the left hand corner below the designation with a three or four line space between. If there is insufficient room the spaces may be made smaller. If a copy of an endorsement is to be signed by a

Section Officer, the full name and designation of the officer ordering the disposal are entered after the endorsement the words "By Order" being omitted, and below the address entries the following authentication form is used:—

"Forwarded.

(By Order)

A.B.C.,
Section Officer."

321. *Press Communique and Press Note.*—A Press Communique or a Press Note is prepared in the following form given below, the place of issue and date being entered below the words "Press Communique" or "Press Note" and after that the subject, if necessary. They are invariably issued under the authority of the Director of Information and Public Relations. The fair copies are not usually authenticated and the following is a specimen form:—

GOVERNMENT OF TAMIL NADU.

INFORMATION AND TOURISM (PRESS RELEASE) DEPARTMENT.

Press Communique No.

Press Note No.

Dated, Fort St. George,

(*Subject* : ....)

(Body of the Communique|Note).

Issued by the Director of Information and Public Relations.

Press Communique or Press Notes may commence with the following heading where it is not inappropriate:—

"The following Press Communique Note is issued:"

As soon as Press Communiques and Press Notes have been finally approved for issue, Departments of the Secretariat should arrange to send the file to the *Director of Information and Public Relations* marked for issue. The Director after giving a serial number will arrange to have copies taken of all such papers received up to 3 p.m. each day and have them despatched by special messenger or by post to the persons concerned the same day. If it is essential to issue a Press Communique or Press Note after 3 p.m., the department concerned should consult the *Director of Information and Public Relations* in the matter. Press Communiques and Press Notes received in the Information and Tourism Department at or after 3 p.m. which do not contain the Director's orders for issue the same day, will be retained in the department for being numbered serially and issued on the following working day.

322. *Proceedings.*—Proceedings are copied on the special embossed form but a copy of the proceedings sent to the Director of Stationery and Printing for publication of a notification contained in the order should be on plain paper. The word "Order" is first typed after the abstract and other headings are typed and the body of the order comes next followed by the appropriate authentication (*vide* paragraph 378 *infra*) in brackets in a new line.

The following is a specimen form:—

Abstract.

.... DEPARTMENT.

G.O. No. ....
Ms.

Dated .... 198 .

Rt.

Read--
ORDER:

(Body of the order.)

(By order of the Governor)

A.B.C.,
Secretary to Government.

To
(Address entries.)

323. *Address entries in fair copies of proceedings—Instructions.*—All addresses shall be entered in fair copies or orders, but this rule will not apply to the orders on petitions, in which case only the address entry pertaining to the petitioner will be typed in the copy intended for him.

324. *Spare copies of Government Orders roneographed.*—When copies of Government Orders, etc., are roneographed a sufficient number of spare copies should be taken of all orders which are to be further communicated by the departments under them. The number of copies of circulars, etc., to be roneographed should be determined beforehand and noted on the stencil sheet. Where a circular does not occupy more than half page, two copies of it should be typed on the stencil paper, one on the upper and the other on the lower half.

The work of roneographing of Public Department will be done in the Central Despatch Branch. The work of roneographing of all other departments will be done in the respective departments. The departments of Secretariat should send roneo copies to the Central Despatch Branch for despatch.

325. *Letters.*—" Secret " letters are copied on letter heads in light green colour with the word " Secret " and the State Emblem printed in red.

After the body of a letter is completed, the conclusion copied on the right side should be simply " Yours faithfully " in one line. The designation of the officer's is, in cases where it has to be shown, entered below the last entry with the usual 'three lines' space left for signature.

326. *Demi-officials.*—Demi officials are copied on embossed paper of quarto or A-4 size. The demi-official is commenced with the words Dear Thiru, Dear Thirumathi or Dear Selvi as the case may be, with a five line space between those words and the embossed stamp of the Government and after the body of the demi-official is completed, the words " Yours sincerely "

are copied in a new line on the right half of the side of the paper on which the copying is done. The name and designation of the officer who signs the demi-official are copied at the top of the page on the left hand side while those of the officer or person to whom the demi-official goes are copied at the foot of the page on the left hand side.

327. *Questions in the Legislature.*—In typing answers to questions in the Legislature the word "Legislative Assembly Secretariat" need not be typed at the top of the question. The name of the department replying and the date of admission of the question will be typed above, the designation of the Minister or Ministers who passed the answer being typed at the bottom.

Fair copies of answers to questions asked in the Legislature should be roneoed on one side only and signed by an officer of the grade of Under Secretary and above of the department.

328. *Marking of important and urgent communications.*—In order to enable the Heads of Departments, Collectors, etc., to give prompt attention to important and urgent comunications received by them from the Secretariat, fair copies of such communications should be marked "Important", "Urgent", "Immediate" or "For Personal Attention", as the case may be, by using appropriate rubber stamps. Only officers of the rank of Under Secretary and above should mark on the drafts the priority "Immediate" and the categories "Important" and "For Personal Attention". A communication which should be classified under two or more categories (e.g. a communication which may be both "Immediate" and "Important") should be marked appropriately using two or more stamps. The Section Officer of the section concerned will be responsible for getting fair copies stamped with the appropriate stamp or stamps before despatch.

329. *Preparation of disposal dockets.*—After fair copies are prepared the Typist is required to prepare the brown disposal docket prescribed for Government Orders (Form Sectt. II-15), Endorsements (Form Sectt. II-16), etc.

Dockets are not prepared for "Lodged papers".

330. After a fair copy is made by the Typist, the Assistant of the section concerned scrutinises it to see whether the papers have been copied in proper order and form and whether enclosures have been fully typed. He will compare the fair copies of the draft and the enclosures with their original with the Typist and correct errors in spelling, punctuations, etc., and in other matters where the errors are obvious. He will bring to the notice of the Section Officer all obvious omissions and mistakes.

The fair copies, after examination will be initialled by the Assistant below the entry of designation of the officer or Section Officer who is to sign (or at the left hand bottom corner in the case of demi-official letters). He then submits the paper to the signing officer concerned. When the fair copies are submitted for signature, any enclosures to be forwarded with them should be stitched together in a single file arranged with the fair copy on the top. If however, there are numerous enclosures to a communication, the latter may first be typewritten and submitted for signature, the enclosures being typed while the fair copy is being signed.

Note.– Stencils and fair copies of notes for the Cabinet, Standing Finance Committee, Public Accounts Committee and fair copies of important Communications such as those issued to Foreign Governments. Very Important Personages and confidential and strictly confidential communications should be carefully compared by the subject Assistant Section Officer with the Assistant.

Fair copies taken in roneo duplicators should be submitted to the Under Secretary concerned and his approval obtained before actual despatch.

331. *Special precautions for checking financial statements.*—Typist and Assistant who compare the fair copies are primarily responsible for comparing the figures, etc., in statements forming enclosures to the proceedings, letters, etc., of the Finance or other Departments. The Assistant Section Officer concerned should, however, also check before despatch that the enclosures are in order and that figures, plus or minus signs, etc., have been accurately copied.

Fair copies of all enclosures to Government Orders, Official Letters, Endorsements, etc., issued by Departments of the Secretariat should be authenticated by the Section Officer of the section concerned as follows :—

(True copy|extract)

(By Order)

ABC,

Section Officer.

332. *Signing of papers.*—The fair copies of the disposals for issue are submitted in signature pads to the Section Officers and other higher officers for their signature. Fair copies so submitted should not project beyond the protecting boards of the signature pads. When more than one fair copy is submitted to an officer in a signature pad a slip projecting about half an inch should be inserted beyond the last fair copy in the pad.

When a Section Officer is absent on Casual Leave or is not available in office for any reason, fair copies relating to his section shall be signed by any other Section Officer of the department.

333. *Form of authentication of orders and proceedings.*—All orders or instruments made or executed by order or on behalf of the Government of Tamil Nadu will be expressed to be made by order of the Governor of Tamil Nadu.

Save in cases where an officer has been specially empowered to sign an order or instrument of the Government of Tamil Nadu, every such order or instrument will be signed by either the Secretary, the Additional Secretary, the Joint Secretary, the Deputy Secretary, the Under Secretary of the department concerned.

334. Copies of such orders and proceedings may be authenticated by a Section Officer of the department concerned as follows:—

(By order of the Governor)

A. B. C.,

Secretary to Government.

(True copy|extract.)

Forwarded to X. Y. Z.

(By order)

D. E.F.,

Section Officer.

Note.—(1) The signature of A. B. C. shall be printed or type-written or copied, the signature of D.E.F. being the actual signature of the authenticating Officer.

(2) Whereas the body of a Government Order or Proceedings specifically refers to the Governor, the words 'By order of the Governor' need not be added at the end of the copy of the order.

335. *Signing of covering letters and authentication of copies of proceedings.*—When a copy of a proceedings of Government is communicated to the Chief Justice of the High Court, to the Accountant-General, to the Tamil Nadu Public Service Commission, to another State Government or Administration, to the Government of India or to any of the Indian Missions abroad, a covering letter which should invariably accompany it should be prepared for the Under Secretary's or Section Officer's signature. The covering letter is not numbered and bears the date on which it is typed for signature.

The copy of the proceedings communicated with the covering letter should be authenticated.

336. *Signing of letters.*—Letters will ordinarily issue in the name of the Secretary of the department concerned unless instructions to the contrary are given by the section concerned. Letters, other than those dealing with routine matters, addressed to the Government of India, other Governments and Administrations, the Tamil Nadu Public Service Commission or the High Court and other important letters issuing in the name of the Secretary or Additional or Joint or the Deputy Secretary, should be submitted to them for signature, unless they are absent from headquarters. When the Secretary or Additional or Joint or the Deputy Secretary does not sign a letter, the word "for" should be entered before the word "Secretary" or "Additional" or "Joint" or "Deputy Secretary" below the space intended for the signature and the fair copy submitted for the signature of the Under Secretary or the Section Officer concerned. The name of the officer who signs the letter should be copied immediately below his signature.

Communications from Secretaries to Government as Heads of Departments in letter form may issue from an Under Secretary with the formula "I am directed".

337. *Signing, etc., of telegrams.*—(i) A list of officers authorized to send various classes of Inland State priority telegrams (most immediate, immediate and important) is given in Part A of Appendix XIX. Fair copies of priority telegrams should be signed by the officers authorized to issue the telegrams and in their absence from headquarters by their immediate deputies. The words "Most Immediate", "Immediate" or "Important" should appear at the beginning of the address, e.g., "Immediate, Home, New Delhi". The address is also attested by the Officer authorized to send the telegram. The word "State priority" should be entered in the space for service instructions.

(ii) Ordinary and Express Telegrams are attested by the Section Officer of the section concerned.

(iii) *Foreign State Telegrams.*—A list of officers authorized to send Foreign State Telegrams (by wire or wireless) is given in Part B of Appendix XIX. Foreign telegrams are attested by an officer of the rank of Under Secretary and above. In sending them the instructions in section XXIV of the Post and Telegraphs Guide should be observed.

(iv) Cypher telegrams are attested by the Under Secretary, Public department.

(v) *Radio telegrams.*—When radio telegrams have to be sent the instructions in clause 454 and Section XXIII of the Post and Telegraph Guide should be observed.

338. *Signing of orders on appeals for mercy.*—In cases dealing with appeals for mercy from persons under sentence of death, fair copies of approved drafts relating to the carrying out or the withholding of a sentence of death should be signed by an officer of the rank of Under Secretary and above whether the paper for issue is an order, letter, telegram or post copy of a telegram. When submitting fair copies for signature, the original draft and the connected papers should also be submitted.

339. *Signing of fair copies—Special cases.*—(i) Copies of communication of 'displeasure' of the Government in the case of I.A.S. Officers, District Revenue Officers, Joint Secretaries (Non-I.A.S.), Deputy Secretaries (Non-I.A.S.) and other Heads of Department (Non-I.A.S.) should be signed by the Chief Secretary to Government.

(ii) Copies of orders on disciplinary cases relating to 'A' and 'B' Group of Officers should be signed by the Secretary of the department concerned. Such orders relating to 'C' and 'D' Group Officers should be signed by an officer of the rank of Under Secretary and above.

(iii) Copies of proceedings criticising the Head of a department to whom they are sent should be signed by the Secretary of the department concerned unless otherwise directed.

(iv) Copies of orders containing financial sanctions including orders delegating financial powers to Heads of Departments and Subordinate Officers under them and sanctions of compassionate gratuities and of re-employment of retired officers intended for communication to the Accountant-General shall be signed by an officer of the rank of Under Secretary and above of the Administrative department issuing the sanction.

(v) Special care should be taken in respect of signature on copies of proceedings issued under legal provisions to be filed in court of law (e.g., prosecution orders under section 124-A, Indian Penal Code, or the Arms Act or the Explosives Act).

In all important cases of the above nature, the Section Officer concerned should give clear instructions to the Assistant and Typist as to the Officer to whom the fair copies should be submitted for signature.

340. *Control of the Central Despatch Branch.*—The branch is attached to the Public department and is under the immediate control of one of the Under Secretaries in the Public department.

341. *Duties of Section Officer and the Under Secretary.*—The Section Officer in-charge of the Branch is directly responsible for the proper distribution of work among the staff under him. He should daily check the various registers and the tappal acknowledgment slips that are received back from the Heads of departments after their acknowledgment and put up to him and ensure that there is no delay in the despatch work. He should also see to the efficient working of the Branch generally.

The Under Secretary in-charge of the Branch should also check the various registers atleast once a week and take all steps to ensure prompt despatch of communications.

342. *Hours at which work will be received.*—Fair copies, etc., which are ready for despatch should be sent by the department other than the Legislative Assembly to the Central Despatch Branch in two batches as follows:—

On working days—

I Batch—11 a.m.

II Batch—2 p.m.

Specials which have to be despatched on the same day will, however, be accepted at any time between 11 a.m. and 4 p.m. on working days. Non-special files will not be received for despatch after 2 p.m. and special files will not be received after 4 p.m. The Central Despatch Branch should ensure that papers which have to be despatched by post reach the post office before the last hour of clearance. Departments of the Secretariat other than Public Department should make their own arrangements for despatch after 4 p.m. and on Sundays or other holidays.

Special communications to be delivered other than by post (i.e. communications to be delivered locally in the City of Madras to Heads of Departments and the Accountant-General in the City) will be received in the Central Despatch Branch for despatch up to 4 p.m. for transmission to the addresses on the following morning.

On holidays (except Sundays).—Only "specials" of the Public Department which have to be despatched on the same day will be accepted between 10 a.m. and 4-30 p.m. For attending to special work received out-of-office hours and on holidays, other than Sundays a small staff will be put on turn.

Communications which have to be despatched by registered post should be sent to the Central Despatch Branch as and when they are ready but not later than 2 p.m. on all working days except on postal holidays.

343. *No paper to be retained for more than 24 hours.*—As a rule no paper for despatch shall be retained in the Branch for more than 24 hours Letters, both official and demi-official, which are received for despatch before 4 p.m. on a working day shall, however, be despatched on the day of receipt.

344. *Date of receipt to be entered on paper.*—The date of receipt of papers received for despatch should be noted on them.

345. *Transmission of papers to, and their treatment in, the Branch.*—Communications for despatch with any enclosures that are to accompany them but not with any other papers should be sent by each department to the Central Despatch Branch after being entered in the Transit Register maintained for the purpose. The despatchers of the respective unit of the Central Despatch Branch will be responsible for the prompt despatch of papers to the proper addresses accompanied by the enclosures received from the section.

346. The papers will be received by the despatchers of the Branch, who will acknowledge their receipt in the Transit Register which will be returned to the Office Assistants who brought it. After despatch, the despatchers of Central Despatch Branch will place the office copies in the trays that are

provided to each despatcher for the purpose. The Assistants of the sections of the Departments of Secretariat or the Office Assistants will collect the office copies from the trays in Central Despatch Branch daily without fail.

347. Despatchers are responsible for the issue of all signed papers and also printed copies of orders of such of the departments as are assigned to them for the purpose by the Section Officer. They are expectd to check papers for issue in order to ensure that all enclosures marked in the draft are attached to the signed copies and that the papers leave the Secretariat in a complete form.

Despatchers should indicat clearly on the office copy, the manner in which a communication is despatched, viz., by post or by special messenger. In cases where a communication intended for despatch by post does not actually leave the office on the day it was ready for despatch, both the dates should be entered on the office copy, as e.g. 29th|30th September 1974 which will signify that the paper was given to the despatcher for issue on the 29th, but was actually sent by the messenger or by post only on the 30th. When a communication is addressed to an officer through another, the despatcher should note on the office copy the fact of having despatched the fair copy to the latter.

When a communication or its enclosure is required to be sent by registered Post or parcel, the fact of it being so sent should be noted on the office copy. If a registered article is required to be sent "acknowledgment due", the despatcher should ensure by checking the postal receipt that the article has actually been booked as "acknowledgment due".

348. *One envelope for all communications for same officer.*—If there are several papers for issue to the same officer on the same day, they shall be enclosed in one envelope. Subject to this condition, postings of articles in post offices should be spread over the whole day so as to avoid pressure of work at the last minute before the final clearance of the mail and the possible risk of misconnection with the despatches made.

349. *Checking of postal receipts for registered articles and telegrams.*—The despatcher should maintain a register in which he should enter all registered articles and telegrams and see that correct receipts have been obtained from the post office in respect of registered articles and telegrams and to this end he should then and there collect the postal receipts from the Office Assistants through whom the articles or the telegrams were sent to the post office and initial them before they are filed. He should at once bring any omission or mistake to the notice of his Section Officer, who will take necessary action for its rectification.

350. *Despatch of copies of Government Orders within the Secretariat.*—Proceedings of Government addressed to officers and Departments of the Secretariat need not unless they are confidential, be sent in envelopes.

351. *Method of enclosing papers in envelopes.*—When more than ten foolscap sheets (or their equivalent) are to be despatched in an envelope to the same addressee, the follscap papers will be folded once lengthwise; when ten or less foolscap sheets should be folded twice breadthwise; the papers as folded should be put in the smallest sized envelope that will conveniently hold them when so folded; the enclosing of papers in an unnecessarily large

envelope, besides involving wastage as regards both stationery and postage, renders the packet liable to damage in transit, Demi-officials unless containing bulky enclosures should be sent in the envelopes specially intended for these. Enclosures such as maps, sketches and plans which cannot be easily folded in book form or are liable to be damaged by folding must be detached from the file and sent separately, the fact being so stated in the margin of the communication in the proper place. Very bulky files which cannot be conveniently folded as suggested above may be sent unfolded.

352. *When papers may be sent packed—Use wax or cloth.*—Papers which on account of their bulk will not go into envelopes should be securely packed in thin or thick paper according as they are intended for local or postal delivery and correctly addressed before they are sent to the Central Despatch Branch for despatch.

Note.—Wax cloth used for packing purposes is intended for an outside wrapper in order to prevent damp getting into the contents of the parcel and not for outer covering. The latter should consist of stout paper, canvas or gunny.

353. *Use of special envelopes in certain cases.*—Papers intended for the Government of India, other State Governments and Administrations and for distant stations shall be enclosed in buff cartridge envelopes, if available, or in thick brown cartridge envelopes, and those delivered locally or intended for stations at short distances, in brown cartridge envelopes.

354. *Use of " Economy label ".*—The flap of an envelope containing non-confidential papers will not be gummed but an economy label will be pasted over it which may be removed by the addressee without spoiling the envelopes, the object being that the envelop should be used over and over again. Economy labels should be used also in the case of confidential papers sent in an envelope, the seal being affixed at the two ends of the economy lable. This rule will not apply to registered envelopes in which case the flaps should be pasted down and economy labels should not be used.

355. *Contents not to be noted an " Economy label ".*—A description or list of the contents of a packet, such as the numbers of the communication in it, should not be noted on the economy lable or anywhere on the outside of the packet or envelope. If it is desirable to send a description or list, it should be written on a separate sheet and enclosed in the envelope or packet.

356. *Mode of addressing non-confidential packts.*—Packets containing official correspondence which is not of a confidential nature should be addressed by official designation only without the addition of an officer's name.

357. *Mode of addressing envelopes containing demi-official letters.*—Envelopes containing demi-official letters shall be addressed to the officer whom they are intended both by his name and by his official designation.

358. *Communications ordinarily sent to headquarters of addressees.*—All communications to Heads of Departments shall be despatched to their headquarters unless there are special instructions to send any particular communication to particular address.

359. *Marking "Important", "Urgent", etc.*—Important and urgent communications should be marked "Important", "Urgent", "Immediate", or "For Personal Attention", as the case may be, in red ink or by means of rubber stamp on the economy label.

360. *Special instructions relating to "Petitions for mercy".*—In the case of communications from Government to jail authorities relating to appeals for mercy from condemned prisoners, the words "Petition for Mercy—Urgent" should be marked in red ink both on the economy label and on the communication itself.

361. *Packets sent by post—To be properly stamped and franked.*—Packets, etc., to be sent by post should, before despatch, be weighed and properly stamped. They must also be franked by the Assistant of the section concerned, who should affix his full signature and designation.

362. *Local delivery—Procedure.*—Papers intended for local delivery which are not "special" will be put in pigeon holes of the almirah where an hole has been allotted for each Head of a Department. Such papers will be cleared once daily in the evenings. The packets will be entered in two separate delivery books—in one book, papers intended for various Government offices working in the Chepauk buildings including the Public Works Department offices will be entered, and in the other book, papers intended for other offices —and handed over to the Sergeant of the Public Department. Separate sets of delivery books will be maintained by each of the units of the Central Despatch Branch. The Sergeant will, on the morning of the next day, hand over the packets to the Office Assistants of the various offices who came to the Secretariat to deliver their tappals, and get their acknowledgment in the concerned delivery book.

Papers, records, etc., intended for the Tamil Nadu Archives will be taken by the Secretariat circulation van Office Assistant daily to the Tamil Nadu Archives at Egmore in the mornings except, on Sundays, so as to be there at 9 a.m. punctually after picking up any boxes at the Egmore Railway Station received from the Governor and Ministers on tour. The van will deliver the packets intended for the Tamil Nadu Archives at the Office at Egmore after getting an acknowledgment in the delivery book and receive the records intended for the Secretariat. The van on its way back will pick up any boxes received at the Central Station from officers on tour and arrive at the Secretariat not later than 10 a.m.

As soon as the van returns to the Secretariat the van Office Assistant will deliver to the Sergeant, Public Department, the boxes if any, brought from the Railway Station and distribute to departments concerned, the Tamil Nadu Archives packets addressed to them after getting their acknowledgment in the delivery book. Sealed packets will be delivered to the Section Officers concerned and their acknowledgment obtained.

363. *Despatch of valuables—Procedure.*—Valuables intended for despatch to other offices will be put in envelopes or packed and sealed in the presence of the Section Officer, who will be responsible for the contents of the packet.

A list or description of the valuables should be enclosed in the packets and another copy of the list of description should be sent separately with an appropriate letter intimating the despatch of the valuables. A certificate of posting should be obtained for each letter or packet containing valuables unless it is sent by registered post. Such certificates and the receipts for registered letters, etc., will be carefully filed.

364. *Despatch of records to the Tribunal for disciplinary proceedings.*—In order to ensure the safety of valuable documents connected with cases of disciplinary enquiries by the Tribunal for Disciplinary Proceedings, Departments of the Secretariat should depute a responsible person personally to take the records intended for delivery at the Office of the Tribunal for Disciplinary Proceedings and hand them over to a responsible person in that office and obtain acknowledgment for the records.

365. *"Urgent" and "Special" despatch by special messengers.*—When "special" or "urgent" letters, packets or boxes are sent by Office Assistants to officers' houses, the time when they are handed over to the Office Assistants should be marked on the outside or in a separate slip for the information of the officers in order to ensure that there is no undue delay on the part of the Office Assistants in taking them to the officers' houses.

Local tappals containing important communications should also be sent by special messengers only when such important communications are handed over to the special messengers should be marked on the outside or in a separate slip for the information of the staff at the receiving office to ensure that there is no delay on the part of these messengers in taking them to the respective offices. The receipt of such important communications should also be acknowledged by responsible person not lower in rank than that of an Assistant with his full signature.

366. *Affixure of despatch stamp on office copy.*—The fact of despatch will be recorded by hand or by a rubber despatch stamp on the office copy when there is one, and when there is no office copy, on the page of the note or current file on which the order for despatch is recorded. The manner of despatch, i.e., by post (registered or ordinary) or special messenger will also be indicated. The despatcher will also initial with date near the address entry.

367. *Signed copy of printed proceedings—To whom sent.*—In the case of circular printed proceedings, it is necessary to send signed copies only to Heads of Departments and Departments of the Secretariat. For the other subordinate officers it is sufficient to send one copy of the printed proceedings stamped with the rubber stamp "original" together with the usual number of spare copies.

368. *Despatch of Government Orders placed at the disposal of the Press.*—Copies of Government Orders placed at the disposal of the Press shall be despatched to all addressees concerned on the same day on which they are received from the Government Press, enclosures and accompaniments, if any, being despatched later, if necessary.

369. *Despatch to High Commissioner for India, London, etc., of Tamil Nadu Government Gazette.*—One copy of the *Tamil Nadu Government Gazette* is sent to the High Commissioner for India, London, and another copy to the British Museum.

370. *Postage charges—Maintenance and check of stamp account.*—A simple daily account of stamps spent should be maintained. The Section Officer in-charge of the Central Despatch Branch should check it daily with the account of stamps used and the stock of stamps on hand. He should see that there is no unnecessary wastage.

371. *Stamps of highest denomination to be used in making up postage charges.*—For the purpose of pre-paying postage charges, care should be taken to minimize the number of stamps by using stamps of the highest possible denominations in each case instead of a large number of stamps of low value. Apart from the needless expenditure which is incurred on account of manufacturing charges, the practice of pre-paying postage by means of many stamps of low value when a relatively small number of stamps of higher denomination would suffice is open to serious objection from a postal point of view. Some of the numerous stamps affixed may escape obliteration and may afterwards be used improperly, while the necessity for obliterating such stamp imposes a vexatious and unnecessary burden on the postal officials. It is also difficult for these officials to check, with the rapidity which is essential in practice, the adequacy of the stamps affixed. Further, if a large space is covered by stamps, it becomes practicable to remove them to cut upon the parcel or letter and abstract its content and to replace the stamps in such manner as to conceal the injury to the cover.

372. *Which communications are sent "service paid".*—All communications which are replies to communications of any kind received from private individuals or Associations shall be despatched "service paid".

373. *Service Stamps not to be used for Foreign Countries.*—Service postage stamps can be used for pre-paying outward official foreign mail but the postage due on inward foreign mail addressed to Government officers cannot be paid by means of service stamps. The postage marked as due on such articles will however be initialled by an authorised officer of the post office.

374. *Foreign telegrams—Classification as "State" and "Private".—Recovery of cost in case of "Private" telegrams.*—The following is the procedure for recovery of cost of telegrams sent in the interest of private persons:—

(*a*) "All Government telegrams shall be transmitted through the Posts and Telegraphs network and the cost of any foreign telegrams sent in the interest of private persons shall be recovered from the persons concerned in advance at the rates charged by the Posts and Telegraphs Department".

(*b*) In cases in which telegrams issued by Government Departments or public officials in India, to the High Commissioner for India, London, or *vice versa* in the interest of a private person, are inadvertently classed as "State" and are paid for at reduced rates, the difference between the cost of telegrams at such reduced rate, and the full tariff rate should be paid to the local telegraph administration by the country in which the telegrams originate, irrespective of the country in which the charges are eventually recovered from the party concerned. In the case of such telegrams originating in India, the Government Department or public official concerned should send the amount to the Accounts Officer, Telegraph Check Office, Calcutta, either in cash or by cheque together with copies or detailed particulars of the telegrams concerned.

If the recovery from the party concerned in the above cases is made in full or in part in the country of destination (i.e., the country to which the telegram is issued), credit for the amount so recovered should be passed on to the issuing authority as original items in a miscellaneous schedule of the account-current.

(*c*) Though in the case of inland telegrams there is no difference in rates for "State" and "Private" telegrams, the charges incurred on such telegrams by Government Department or Public Officials in the interests of a private persons should also be recovered from the private persons concerned, wherever possible and credited to Government.

375. *"State" and "Private" telegrams—Further instructions.*—Foreign telegrams relating to an officer's leave or other matter personal to an officer should be treated as "private" and sent at the expense of the officer concerned, if the telegram is sent in the personal interests of the officer only or in reply to an enquiry made in the personal interests of the officer only. Where a telegram is sent for purposes of "State" or reply to a "State" telegram, the cost should be borne by the Government even though it may relate to such matters as an officer's leave.

The Indian Word Code should not be used for private telegrams.

376. *Payment of late fee to be ordinarily avoided.*—The Section Officer of the respective unit of the Central Despatch Branch, should see that telegrams are despatched to the post office in time when they are not issued through Telex Service installed in the Secretariat and the payment of late fee is avoided, as a rule. He should maintain a register of late fees paid on telegrams supported by postal receipts and submit it every month to the concerned Under Secretary in the Public Department for review, so as to ensure that no wasteful expenditure has been incurred.

CHAPTER XVI.

CENTRAL RECORD BRANCH.

377. *Central Record Branch—Repository of current records.*—The Central Record Branch is the repository for the current non-confidential records of all Departments of the Secretariat except the Legislative Assembly Secretariat mentioned in paragraph 436 below.

378. *Control.*—The branch is attached to the Public Department and it is under the immediate control of any Under Secretary of that Department.

379. *Inspection.*—The Under Secretary, Public Department who is incharge of the Record Branch, makes a detailed inspection of the Branch in the months of May and November in each year and at other times, if necessary to ensure that the records are being taken proper care of and submits a report to the Chief Secretary on the state of the records. The report will contain information under the following heads :—

(i) Whether the record room is in good repair and protected from white-ants, and whether it is kept clean and secure from entry at all points and sufficiently lighted.

NOTE.—The condition of the records should be clearly and concisely stated and it should in all cases be reported whether steps have been taken to remedy the defects brought to notice.

(ii) Whether the records are methodically arranged.

(iii) Whether the rules regarding the issue of record from and return to the Record Branch are strictly observed.

(iv) Whether old records are periodically destroyed and if so, what records were destroyed during the half-year.

NOTE.—It is unnecessary to enter long lists of records actually destroyed. It will be sufficient if information is furnished as to the number of papers, or if this is impracticable, the number of bundles destroyed with a brief description of the nature of the papers.

380. *Functions of the Central Record Branch.*—The main functions of the Branch are,—

(1) Supply of records in response to requisitions (Central Record Branch does not put up previous papers, does not do referencing work, but only supplies records specifically mentioned in the requisitions).

(2) Checking of records transferred by the Departments of the Secretariat.

(3) Sorting of originals and spare copies of proceedings, etc., sent or returned by the departments placing them in or restoring them to their proper places.

(4) Registry of records and volumes sent out of the Branch and noting their return in the register.

(5) Stitching of new Government Orders, Letters, Endorsements and Lodged papers sent to the Branch from time to time.

(6) Sending every month reminders for the return of records taken out more than three months ago and furnishing to the departments every fortnight, a list of Government Orders numbered two weeks previously, but not received in the records.

(7) Cleaning and dusting of racks, and the examination of records in order to protect them from damage by white-ants.

(8) Labelling and varnishing record boards.

(9) Keeping the bundles and volumes arranged neatly and methodically on the racks.

(10) Keeping the record rooms tidy and in good repair.

(11) Destruction of records in due time.

(12) Annual transfer of records to the Tamil Nadu Archives.

381. *Custody of records.*—The records are distributed in block each of which is in the charge of a Record Assistant.

382. *Duties of the Record establishment—Section Officer.*—The Branch is under the immediate supervision of a Section Officer who is responsible for the proper maintenance of the records and expeditious transaction of business in it. He should periodically inspect the registers maintained by the Record Assistants in order to ensure that they are properly maintained.

383. *Record Assistants.*—Record Assistants are held responsible for the proper maintenance of the record of their respective blocks and for the work of Record Clerks under them. They should see that the records are neatly and methodically arranged and the rooms kept tidy. Every morning all the doors and windows shall be kept open to admit light and air. They should also promptly attend to requisitions for records and maintain necessary register showing the records sent out and returned.

384. *Record Clerks.*—The Record Clerks assist the Section Officer and the Record Assistants in the arrangement and the maintenance of the records and in taking out from the bundles the records requisitioned for by the Departments of the Secretariat and in labelling and varnishing record boards according to the special process of varnishing adopted in the Tamil Nadu Archives.

385. *Office Assistant.*—The duty of the record Office Assistant is to deliver records promptly to the Departments of the Secretariat concerned. He should himself deliver the records to the Assistant Section Officer or Section Officer who sent a requisition for them and in no case should he leave them with the duffadar or an office assistant of the department concerned to be handed over to the Assistant Section Officer or Section Officer. Requisitions should be examined by the Office Assistant then and there with a view to see that the receipt of the records has been duly acknowledged by the Section Officer or Assistant Section Officer of sections. They should then be sorted by the office assistant and handed over to the respective Record Assistants.

386. *Working hours*—(i) *Working days.*—The working hours are from 10 a.m. to 5.30 p.m. but the record branch will be kept open till 6.00 p.m. and Record Assistants and Record Clerks will be kept on turn from 5.30 to 6.00 p.m. to attend to urgent work.

(ii) *Holidays.*—(*a*) All the public holidays declared under the Negotiable Instruments Act, 1881, shall be treated as holidays for Public (Central Record Branch) also and no turn duty will be arranged on these holidays ; and

(*b*) On all other holidays including holidays declared in lieu of compensatory working days, the Public (Central Record Branch) shall be kept open with one Record Assistant and one Record Clerk on turn duty.

387. *Lights in record rooms.*—No lights other than electric lights shall be allowed in the record rooms. Smoking is strictly prohibited. If any sealing has to be done, it shall be done in the presence of the Section Officer.

388. *Closing of the Central Record Branch.*—When the Branch is closed for the day, the keys of all the doors after they are locked shall be put in a cover, sealed, signed and handed over by the turn Record Assistant to the Chowkidar of the Secretariat Conservancy and Watch and Ward staff, who will be present on duty in the guard room. The Chowkidar shall lodge the sealed cover in the guard room and return it to the Record Assistant who first attends office the next morning. The turn Record Assistant shall ensure before leaving the office that all the doors and windows are properly closed.

389. *Opening of the Central Record Branch after it is closed for the days.*—If any immediate necessity arises to open the Central Record Branch after it has been closed or on a closed holiday, the Section Officer of the section concerned may obtain the sealed cover from the guard room and open the premises in the presence of a Chowkidar. After the paper required had been taken, he shall leave a requisition slip dully filled in on the Record Branch Section Officer's table containing the particulars of the paper taken, lock the rooms and return the key to the guard from whom he received it in the same cover re-sealed with his signature on the cover.

This procedure should not be resorted to except in grave cases of urgency, the nature of which should be indicated in the requisition slip.

390. *Particular of record maintained.*—The undermentioned records are kept in the Central Record Branch—

Nature of records. (1)	*Number of years for which kept excluding the year of issue.* (2)
(1) Originals of—	
(*a*) Proceedings of Government in the manuscript series ...	3
(*b*) Proceedings of Government in the routine series	2
(*c*) Letters, Demi-officials, Lodged papers (other than those mentioned in Note 4 under this paragraph) and Tour Programme of Ministers.	1
(*d*) Freedom Fighter's Pension order	3
(*e*) (i) Office Order of Public Department relating to the sanction of increments and advances.	3
(ii) All other Office Orders of Public Department ..	30
(*f*) Foreigners order	3
(*g*) The routine Government Order's issued in Public (Special B) Department	10

Nature of records.	*Number of years for which kept excluding the years of issue.*
(1)	(2)
(2) Spare copies of—	
(*a*) Indexes	20
(*b*) Proceedings of Government in manuscript series ...	4
(*c*) Personal Registers other than those relating to the current and the preceding two years	5

NOTE.—(1) Records which do not come under any of the categories mentioned in this paragraph and which are liable to destruction in the Secretariat Department itself and the preservation of which is not authorised or specially directed by a Secretary to Government should not be transferred to the Central Record Branch.

NOTE.—(2) In determining whether a particular record is ripe for destruction or not, the date and year of disposal and not the year to which the file relates will be taken as the criterion.

NOTE.—(3) The Arrear List, Current Distribution Register, Periodical Register, Call Book, Transit Register and other Miscellaneous records and all section currents such as tour programmes of Ministers, Secretaries to Government, Heads of Departments, etc., Circulars, Miscellaneous papers of General and special interest, Legislative Assembly Agenda, as well as lists of questions put for answer, applications for appointment to posts and other similar papers, which are lodged and are of ephemeral value only, need not be sent to the Central Record Branch for preservation.

NOTE.—(4) Confidential " Keep " papers marked " Not to be destroyed " after scrutiny for destruction, should be retained in sections themselves.

391. *Supply of records—Rules.*—(*a*) Records shall be supplied only on requisitions made in the prescribed form. (Secretariat-11-39) *vide* Appedix XX. Supplies of this form (in books of 100 forms each) are obtained from the Director of Stationery and Printing.

(*b*) Requisitions for records shall be signed by Assistant Section Officers or superior officers.

Records relating to more than one department shall not be asked for in the same form.

(*c*) Section Officers and Assistant Section Officers of sections should, while calling for records from the Central Record Branch, invariably enter in the printed requisition slips the sections in which they are working so as to enable the Central Record Branch to prepare for each section separate lists of reminders for the return of records.

Requisitions for records shall be received by the Record Assistant concerned and not by a Record Clerk. The Record Assistant shall see whether the forms of requisition are duly filled in and signed and shall return any requisition which is either incomplete or does not conform to the rules. If the requisitions are in order, they shall be numbered consecutively for the calendar year and the date of receipt shall be entered in the space provided for the purpose.

No requisitions should be marked 'very urgent' or 'special' unless they are really so. Such requisitions should always be signed by the Section Officer of Sections in token of their urgency or special nature. If a requisition is marked 'very urgent' or 'special' the time of receipt and of compliance shall also be noted in the form.

(*d*) The requisitions shall be attended to in the order of their urgency. As a general rule no requisition received before 4-30 p.m. shall be kept pending till the next day without the knowledge of the Section Officer. In order to enable the Section Officer to ensure this, each Record Assistant shall prepare at the close of each day a list of the requisition slips received during the day which could not be attended to. This arrears list should be submitted to the Section Officer before he leaves office.

(*e*) Before an original paper is taken from the records bundle a dummy slip in Form No. C.F. 73 duly filled in shall take its place in the bundle, or if there is already in the bundle such a slip relating to the paper required, the entries shall be continued in the slip. When the paper is restored to the bundle this entry shall be scored out. The Record Clerk in each block will be held responsible for the strict observance of this rule, and the Record Assistants shall occasionally inspect the slips to see that this duty is properly performed by the Record Clerks.

(*f*) In the case of any original Government Order the date of issue be noted by the Record Clerk in pencil at the top corner of the back of the outer sheet of the Government Order supplied. The Record Assistant will note the serial number of issue against the date.

(*g*) All original papers and volumes issued out of the Central Record Branch shall be entered in a register called the "Issue Register of Records" (From Sectt. II-44) Spare copies of Government orders furnished for purposes other than for currents and those sent in compliance with requisitions from Heads of Departments and officers shall also be entered in this register.

(*h*) The record and the requisition shall then be sent to the Assistant Section Officer or Section Officer concerned who will acknowledge the receipt of the record in the space provided for the purpose in the requisition form and return latter to the Central Record Branch where the requisitions will be filled in consecutive order of numbers.

(*i*) Papers for which 'urgent' and 'special' requisitions are received shall be furnished forthwith; preference shall always be given to papers called for by or on behalf of or for the urgent reference of any officer; these shall not be delayed on any account.

When Office Assistants from departments bringing urgent or special requisitions wait for the records, the Record Assistant should see that the requisitions are complied with as quickly as possible and that Office Assistants are not detained longer than necessary.

(*j*) When a Government Order or other paper is taken from a file already pending or after its disposal and put up in another file, an intimation slip to the Central Record Branch in the form prescribed below should be prepared by the Assistant Section Officer taking the paper and it should be signed both by the Assistant Section Officer from whose file it was removed and the Assistant Section Officer for whose file it is taken. The former should not part with the paper until the slip is prepared and he should be responsible for seeing that the slip is sent to the Central Record Branch. In cases where on a requisition from another Department, a Government Order or other paper is

taken out from a pending file and sent to the other department, the department sending the Government Order or other paper should send a transfer slip to the Central Record Branch and the other department should also send an intimation slip as soon as the paper is received. The Record Clerks should watch for the second slip and if it is not received they should bring the matter to the notice of their Section Officer who will then take steps to obtain the slip. When the intimation slip has been received in the Record Branch, the previous entry in the dummy slip in the record bundle and in the Record issue Register shall be scored out and a fresh entry made.

Form of intimation—Transfer of records from one file or department to another.

(1) Government Order or other paper.

No .... of .... Dept.,
dated .... 19 .

(2) Current for which the Government Order or other paper was originally obtained.

No .... of .... Dept.,
dated .... 19 .

(3) Current for which removed.

No .... of .... Dept.,
dated .... 19 .

(4) Date on which removed.

(5) Signature of Section Officer or Assistant Section Officer from whose file the Government Order or other paper was removed.

(6) Signature of Section Officer or Assistant Section Officer for whose file the Government Order or other paper was taken.

(7) Remarks.

To

The Section Officer, Central Record Branch.

(*k*) If a paper is not in the bundle, the Record Assistant shall ensure that it has not been received in the Record Branch before the requisition is returned. He shall also note in the form of requisition the reason for not furnishing any record (e.g. taken out by AB of .... Department for C. No. .... on ....)

(*l*) Papers will be supplied by the Record Branch direct to any Secretariat Department on regular requisition but no requisition from a Head of a Department or an officer outside the Secretariat will be complied with except on the authority of the department to which the paper belongs. A requisition from an officer for printed copies of a Government Order which has already been communicated to him may, however, be complied with by the Record Branch without any reference to the department concerned. In the case of papers not communicated to him the permission of the department concerned shall always be obtained.

(*m*) When the number of copies of a Government Order for which a requisition has been received is not available in the records for supply, the Section Officer will ask the department concerned for instructions ; that department will decide whether the number of copies asked for should be cut down or the Government Order reprinted.

392. *Access of research students to records.*—Research students of any of the University of this State who wish to consult printed Government Orders placed at the disposal of the press may be allowed by the Librarian of the Secretariat Library to select the required orders from the index of such papers maintained in the Library and obtain them from the Central Record Branch, through the Librarian. The orders so obtained shall not be taken out of Library premises and shall be handed over to the Librarian who will return them to the Central Record Branch, as soon as done with.

393. *Requisition for record—Noting of current No. or purpose.*—The current number for which a record is required should invariably be noted on requisition. Where a current number could not be quoted, the subject of the file or the purpose for which the record is required should be briefly indicated. Vague entries like " for reference " " for Under Secretary's perusal " should be avoided. It is open to the Central Record Branch to return requisition with such vague entries.

394. *Return of put away papers.*—Records which are no longer required should be put away in trays specially provided for the purpose. Every morning, a Record Clerk collects the papers from the trays, sort them according as they have to be sent to the Tamil Nadu Archives or the Central Record Branch and enters them in transit registers. Records relating to the Tamil Nadu Archives should be returned to that office through the Central Despatch Branch, those intended for the Central Record Branch together with the transit register should be sent to that branch through the departmental Office Assistants before 1 p.m. The papers will be checked by the Record Assistant who will return the transit register after initialling in it. The entries regarding the records in the Record Issue Register will then be scored out under the initials of the Record Assistants in ink and the papers sorted and given to the Record Clerks to be restored to their proper places without delay. In returning Government Orders (flat files), they should on no account be folded and put in small covers. They should be put in big covers or bundled, so as not to fold them.

The Assistants of Sections or Assistant Section Officers should see that the Record Clerk collects the put-away papers and sends them regularly and promptly to the Tamil Nadu Archives or the Central Record Branch as the case may be.

395. *Deposit of fresh disposals.*—(*a*) After all the requisite action has been taken on disposal, the original properly arranged, paged and enclosed in a proper docket sheet, tied round with a tape or securely tagged, will be sent by the department concerned to the Record Branch to be put away. Pink wrapper should be used for Government Orders in the routine series to distinguish them from the Government Orders in the manuscript series for which brown wrapper is sued. In the case of the press originals, the final proof of Government Orders and notes passed by superior authority should be retained : papers of ephemeral nature to be destroyed after a year should be separated and transferred to the Central Record Branch with a label " to be destroyed on or after

....................." If any paper is found not properly arranged, the Central Record Branch should return it to the department concerned for remedying the defect. If a paper is roneographed, the Assistant Section Officer should see that a copy of it is kept at the beginning of the file of papers in the docket, in order that it may be stitched by the Record Branch.

(*b*) When new disposals are received in the Record Branch, they will be sorted and, in the case of Government Orders, they will be noted in the "Register of Government Orders received. They will then be stitched by the Record Clerks in book form and put away. The Record Assistants are responsible for keeping this register up-to-date. A separate register for each year shall be maintained for each department for which there is a separate series of Government Order numbers.

(*c*) If the records are too bulky to be conveniently stitched, the departments concerned should arrange them properly and get them bound in the Government Press, after removing papers of ephemeral interest.

(*d*) Government Orders which are communicated by one department of the Secretariat to another and are lodged in the latter will not be docketed and stitched. Such lodged disposals will be kept in the Central Record Branch and will be destroyed at the end of the usual period.

(*e*) No loose papers of any kind or books or pamphlets, etc., without the appropriate departmental disposal numbers should be sent to the Central Record Branch.

396. *Return of records to Central Record Branch Department's duties.*—(*a*) It is the duty of Assistant Section Officers to return to the Central Record Branch records taken out from it as soon as they are done with. The evils of unnecessary detention and accumulation of records in the section are as follows :—

(i) Accumulation of records on side racks, tables and form cases makes the section untidy and presents a picture of confusion which will be reflected in the Assistant Section Officer's work.

(ii) Records are more easily and more quickly obtained from the Central Record Branch than by hunting for them in ill-arranged lots detained in the section. Delays and waste of time can thus be avoided.

(iii) Unnecessary detention of records deprive other Assistant Section Officers of these records when they require them for their use or at any rate puts them to needless waste of time and worry to secure the records from the Assistant Section Officer who has detained them. The latter himself will be disturbed in his work frequently by having to search for a record whenever another Assistant Section Officer makes a requisition for it.

(iv) Records detained in sections are often put up in files other than those which were originally taken out from the Central Record Branch and no intimation of transfer is sent to that Branch. This makes it nearly impossible to find out where a Government Order is put up. The most frequent cause of delay by Assistant Section Officers in putting up files is the difficulty in locating and obtaining records thus locked up in some unknown file. They waste good deal of their time in going to several departments to enquire about the whereabouts of a record. Most frequently this proves a fruitless search. They thus delay not only the pending file for which the record is required and very often put it up in an imperfect fashion, but also delay several other papers as much time had already been wasted in tracing the missing record.

(v) This practice is a fruitful source of loss of records.

(*b*) It is the duty of the Section Officer to inspect Assistant Section Officer's table, side racks, etc., as frequently as possible and to have the records sent away to the Central Record Branch. The Daily Detention lists submitted by Section Officer and Assistant Section Officer to their officers should invariably contain a declaration to the effect that there is no accumulation of papers to be put away or transferred to the Central Record Branch or the Tamil Nadu Archives. Section Officers should discourage the plea of Assistant Section Officers that Government Orders are detained for use as precedents. If Government Orders are required for use as precedents, the proper procedure is to maintain stock files.

(*c*) The Record Clerk should obtain, once a week, a certificate from each Section Officer to the effect that all final disposals due for consignment to the Records have been collected from the Sections allotted to the Record Clerk. Certificates so collected should be submitted to O.P. Section.

397. *Watching of return of records—Duties of the Central Record Branch.*—Every month one Record Assistant shall furnish to each department a list, signed by the Section Officer of all original papers furnished by the Central Record Branch six months previously but not returned to the Central Record Branch. Whenever it appears to the Section Officer this delay in the return of records is not properly accounted for. He should, bring the matter to the notice of the Under Secretary of the Public Department.

A list of new Government Orders numbered two weeks previously but not received in the records shall also be furnished to the departments every fortnight with a view to their being returned without further delay. All such reminders shall be entered in the Record Issue Register.

398. *Central Record Branch Reminders.*—When reminders from the Central Record Branch are received in a section, it is the duty of Section Officer to see that a genuine search is made for the records in question and to the Central Record Branch the records that can be released. Whenever it is not possible to release and return a record which is still required for reference, a fresh record requisition slip, signed in full by the Assistant Section Officer concerned with name written in block letters, capitals underneath and attested by the Section Officer with his full signature and name in block letters should be sent to the Central Record Branch for making necessary entries for the renewal of the requisition in the Records Issue Register and Dummy slips.

399. *Tracing of missing originals.*—Whenever an original paper is not found in its bundle and there is no substitute slip accounting for its absence, or when the entries in the form do not sufficiently account for its absence, the Record Assistant shall immediately bring the fact to the notice of the Section Officer, Central Record Branch who will send a note to the Section Officer of the section concerned in order that a search may be made for it and the paper returned to the records. A thorough search should be made in all blocks in the Central Record Branch itself before a report is sent to the Section Officer concerned.

The Central Record Branch will be held responsible for any record found missing after its receipt in the Branch. Records issued to departments should be supported by—

(1) requisition slip duly acknowledged ;

(2) entry in the issue register ; and

(3) dummy slip in the bundle.

The departments concerned will be held responsible for any record found missing after it is issued to them and acknowledgment obtained in the requisition slip.

Whenever a record is found missing, a report shall at once be made to the Under Secretary and a weekly report shall be made by the Section Officer about the progress made in tracing it until it is actually traced.

400. *Register of proceedings, volumes, index, etc., maintenance by Central Record Branch.*—A register shall be maintained in each block of the Central Record Branch in which shall be noted the volumes of proceedings. The register shall also show the number of record bundles and miscellaneous records, if any, other than those specified in paragraph 390.

401. *Deposit of personal registers and Government Order numbering books.*—At the beginning of each year the Departments of the Secretariat shall transfer to the Central Record Branch, the Personal Registers and Government Order numbering books relating to the third year previous and when originals of a particular year are transferred to the Tamil Nadu Archives the registers relating to that year shall also be transferred to that office.

Separate Personal Registers and Government Order numbering books should be maintained for each year to facilitate their transfer to the Tamil Nadu Archives.

402. *Destruction of records.*—The periodical destruction of records shall be done after the period of retention prescribed below for each category of records is over. The period of retention will exclude the year of disposal and the year of destruction. The records which are ripe for destruction shall be reviewed before they are destroyed.

Description of records.	*Period of retention.*	*Remarks.*
(1)	(2)	(3)
I (1) (a) Proceedings of Government in the Routine series.	Three years	After retaining copies in the stock file after a review of the records made by the Departments of Secretariat-concerned.
(b) Proceedings of Government orders in the routine series issued by Public (Special-B) Dept.	Ten years	After a review made by the Public (Special-B) Department.
(2) Letters. D.Os., Lodged papers, Tour programes of Minister, Arrear List and other miscellaneous records.	One year	After a review made by the Departments of the Secretariat concerned. Those records which are considered important by the Departments concerned will be labelled on the Docket "Not to be destroyed for a period of 1 year and retained.

	Description of records.	*Period of retention.*	*Remarks.*
	(1)	(2)	(3)
(3)	Central Tappal Registers and Section Distribution Registers.	Four years	To be destroyed only after a period of four years or the completion of Inspection of the Departments of Secretariat concerned whichever is later.
II (1)	Call Books and circulation registers.	One year	After a review made by the Departments of the Secretariat concerned. Those records which are considered important by the Departments concerned will be labelled on the Docket "Not to be destroyed for a period of....years and retained.
(2)	Attendance registers, daily abstarct books, vacation turn Lists and similar reg'sters and lists.	Three years	Do.
(3)	Fortnightly reports (originals)	Three years	After a review made by the Departments of the Secretariat concerned. Those records which are considered important by the Departments concerned will be labelled on the Docket "Not to be destroyed for a period of.... years and retained.
(4)	Procfs of the State Administration Report and connected papers.	Do.	Do.
(5)	Budget notes of Finance Department.	Do.	To be destroyed with the concurrence of the Finance Department.
(6)	Registered Post Registers, Registered Post Receipts, Registered Post Acknowledgment Due, Receipts, Stamp Account registers and Roneo Account registers.	One year	The records referred to under item (6) and (7) relate to the records of the Central Despatch Branch.
(7)	Central Despatch Branch Acknowledgment Registers, U.O. Transit Registers, Central Despatch Branch Van Registers, Registers of files returned to Departments of Secretariat, Special Messenger registers, Movement and evening turn registers and acknowledgement slips.	Six months	The records referred to under items (6) and (7) relate to the records of the Central Despatch Branch.

Description of records.	Period of retention.	Remarks.
(1)	(2)	(3)
III (1) Originals of letters reports and returns which are printed in full in proceedings and the original manuscript of notes unless the originals contain important additions and corrections made in the Secretariat or unless the originals are letters in foreign European Languages of translations in English which accompanies such communication.	One year ..	The original papers to be ultimately destroyed should be removed by the Section Assistant, Section Officer concerned and sent by him to the Central Record Branch Labelled. "to be destroyed in 19 "
(2) Proofs and connected papers of—		
(i) Quarterly Civil Lists ..	One year	Do.
(ii) Half yearly Civil Lists	Do.	Do.
IV (i) Office Orders of Public Department relating to the sanction of increments and advances.	Three years	After review these records shall be destroyed.
(ii) All other office orders ..	Thirty years	After review these records shall be destroyed.
V Electoral Rolls ...	At convenient intervals in consultation with the section concerned.	The original papers to be ultimately destroyed should be removed by the Section Assistant, Section Officer concerned and sent by him to the Central Record Branch Labelled to be destroyed in 19.......
VI Freedom Fighters pension orders.	Thirty years	Do.

403. *Procedure Regarding Destruction of Records.*—The Section Officer, Central Record Branch soon after the end of every year and before the annual transfer of records to the Tamil Nadu Archives shall send the records and registers due for destruction to the section concerned. The receipt of the bundles should be acknowledged by the section.

The Under Secretary concerned should scrutinize the records and registers so sent by the Central Record Branch and return to records so scrutinized for destruction to Central Record Branch along with a list and certificate as required in paragraph 402. The destruction of records and registers shall be carried out by the Record Assistant, under the direction of the Section Officer, Central Record Branch. The Section Officer, Central Record Branch shall certify to the Under Secretary concerned that the destruction has been completed.

The Section Officer, Central Record Branch, is responsible for seeing that the destruction of records is regularly carried out. He shall submit a report to the Under Secretary, Public Department on the matter and shall bring to his notice cases in which bundles, if any, sent to a Section Officer for scrutiny before destruction have not been returned.

404. Before the records are actually destroyed—

(i) the docket sheets which are in good condition should be separated from the records and passed on to the departments for being used again after scoring out neatly or pasting over, the original ink entries ;

(ii) such of the sheets in such records as are written on one side only should be removed and given to departments for being used as rough slips by Section Officers and Assistant Section Officers ; and

(iii) the dummy slips in these record bundles which are not fully written up should be removed and used again in the Central Record Branch with necessary alterations in the entries made on them.

The Section Officer, Central Record Branch should ensure that the above instructions are strictly followed by the members working in his branch.

405. *Mode of destruction.*—Each sheet of the records, books and papers to be destroyed should be torn into small bits and then sent to the waste paper room.

406. *Register of records destroyed to be maintained.*—The records due for destruction should be scrutinized by an officer not lower in rank than that of an Under Secretary to Government. A list of records actually destroyed should also be prepared in duplicate and duly certified by the officer concerned as follows :—

" The Records are fit for destruction and do not deserve to be retained further "

One copy of the above list should be retained in the department concerned and another copy deposited with the Central Record Branch under the personal custody of the Record Assistant.

407 *Transfer of confidential records from departments of the Secretariat to Tamil Nadu Archives.*—This is governed by the instruction in paragraph 179 (v) (Chapter-X).

408. *Annual transfer of records to the Tamil Nadu Archives.*—The following rules regulate the transfer of Secretariat Records to the Tamil Nadu Archives:—

(1) *Records to be deposited.*—(*a*) The Central Record Branch will deposit annually with the Tamil Nadu Archives the following records of the fifth year previous :—

(i) Originals of proceedings in the Manuscript series.

(ii) Four copies of the Indices of all departments of Secretariat.

(*b*) The Central Record Branch will deposit annually with the Tamil Nadu Archives the originals of Freedom Fighters' Pension Orders of the third year—previous.

(2) *Sorting and arrangement.*—Before transferring the records, the Central Record Branch will examine them in accordance with rules in force. It will remove every paper not worthy of preservation.

(3) (*a*) The Commissioner, Tamil Nadu Archives, has discretionary power to return records for rearrangement and to reject records, the preservation of which is neither authorised not specially directed by a Secretary to Government.

(*b*) The Tamil Nadu Archives will destroy the originals of Freedom Fighters' Pension Orders at the end of thirty years from the year to which they relate.

(4) *The records retained for preservation will be arranged as follows.*—The originals will be filed in a series of bundles, each according to date. The printed copies will be filed in a separate series of bundles, the copies of each paper being kept together. The Central Record Branch will place slips in the appropriate position in the bundle to represent files which are at issue, but which will be sent direct to the Tamil Nadu Archives when no longer required for reference. Such files are known as 'slip' records. If files are withheld from deposit because they are missing or confidential, they will not be represented by slips in the bundle. The bundle will be completed by placing the files between wooden boards and tying them with tapes. A printed table will be affixed to the upper board indicating the department, the nature of records and the first and last numbers and dates of the bundle. The label will be protected by the special process of varnishing in use in the Record Office.

(5) All registers transferred to the Tamil Nadu Archives should be properly bound. Maps, plans and similar papers connected with proceedings will be labelled with the numbers and dates of the orders to which they appertain. Where possible, they will be stitched with the proceedings, one copy or set with the original order, and the others with the copies of the order.

(6) Title-deeds and other important documents will be forwarded is in sealed covers to the Commissioner of the Tamil Nadu Archives.

(7) *Notice of transfer.*—The Records in Central Record Branch will be transferred to the Tamil Nadu Archives within a period of six months commencing from the month of April in each year.

(8) *Covering lists.*—The records in each series sent by the Central Record Branch for deposit in the Tamil Nadu Archives will be accompanied by a covering list, known as the " bundle deposit list ", which will show the nature of the series and the first and last numbers of each bundle. The bundle deposit list will be accompanied by a " deposit supplement " which will give the numbers of all records which are not sent with the initial deposit. Records which are not included in the first deposit at the Tamil Nadu Archives because they are still at issue for reference, but which will be deposited as soon as they are no longer wanted for reference, will be indicated in the deposit supplement by the word ' slip '. Other items not to be deposited will be marked ' Confidential ' or ' Wanting ' if they have been destroyed or lost. The Section Officer, Central Record Branch, will certify these lists to be correct and will add a declaration to the effect that all papers not worthy of preservation have been excluded.

(9) *Despatch of records.*—The bundles sent for deposit will be entrusted to a reliable Record Clerk. The referencer of the Tamil Nadu Archives will issue a receipt for the bundles immediately, on checking the entries in their labels with the bundle deposit list. He will then, as soon as possible, check the Records in each bundle with the bundle deposit list and deposit supplement. The Commissioner will furnish his receipt for the records contained in the bundles to the Central Record Branch within one month.

(10) When the Central Record Branch deposits bundles or records with the Tamil Nadu Archives it will inform the departments of the Secretariat concerned.

(11) *Slip records.*—Departments of the Secretariat which hold slip record for reference will, when they have furnished with them, send them direct to the Tamil Nadu Archives through the Central Despatch Branch. They should be accompanied by a covering list in duplicate which should be signed by an Assistant. The Referencer in the Tamil Nadu Archives will file one copy in an annual file and return the other duly receipted to the department concerned. On receiving slip records for the first time, the Referencer will indicate the fact of receipt in his supplement to the bundle deposit list by scoring through the word " slip " noted against the number of the record under his initials and date. In the absence of a receipt from the Tamil Nadu Archives, the department concerned will be responsible for the loss of such records.

(12) The Referencer in the Tamil Nadu Archives will carefully preserve the bundle deposit lists and deposit supplements binding them in card-board covers when the file becomes sufficiently thick.

Note.—Confidential records other than Ms. G.O.'s e.g. G.Os. (Rt), Memoranda, Letters, etc., which are marked " Not to be destroyed " after scrutiny for destruction should not be sent to the Tamil Nadu Archives.

409. *Records in Tamil Nadu Archives—Instructions.*—(*a*) Records are obtained from the Tamil Nadu Archives by telephone requisitions or by sending the requisition slips [Secretariat I (i)-(2)] by the van through the Central Despatch Branch or in special cases by sending the slip through a special messenger.

(*b*) The endorsements received from Tamil Nadu Archives along with records supplied should at once be acknowledged and returned to it by van through the Central Despatch Branch. All such acknowledgments relating to a department should be collected together daily and sent to the Central Despatch Branch for despatch to the Tamil Nadu Archives.

(*c*) Instructions regarding requisitions, put away papers replying to reminders etc., in respect of the Central Record Branch records will apply *mutatis mutandis* to records relating to the Tamil Nadu Archives.

410. *Preparation of record boards.*—The following instructions for varnishing the boards shall be observed. Each board shall first be cleaned and smoothed with sand paper. A blank sheet or paper shall then be pasted on the outerside of the board with paste made of wheat flour to which a little copper sulphate (blue stone) has been added to protect the paper from insects. After the paste is dry, printing slips denothing the department, numbers etc., of the

records shall be affixed to the paper, and after a similar interval for drying a coating of corn flour gruel shall be applied all over this side of the Board. The board shall then be left in a place free from dust until the corn flour coating is dry. A second coat shall then be given and after this is also dry a third or final coat. The varnishing is then finished off with paper varnish diluted with turpentine. As soon as the varnish gets dry the board will be ready for use.

411. *Precautions against white-ants and record pests.*—Whenever white-ants appear on the walls or floors of the record rooms the affected parts should be replastered with cement. Teakwood shelves, wooden almirahs and boxes in which records are kept should be painted with crude creosote or other suitable insecticide twice a year before and after the rainy season. Records affected with insect pests should be segregated from the rest of the records and fumigated or repaired before being restored to their original place.

Records and record shelves should be regularly and systematically dusted and cleaned.

CHAPTER XVII

TELEPHONE

412. *Introductory.*—Telephones have been installed in the Secretariat buildings and at the residences of various officers for the more efficient transaction of business. A sub-exchange at the Secretariat connects the several Secretariat Departments and Officers. Connection with outside offices can be obtained through the Madras Telephones Flower Bazaar Exchange, which is connected to the sub-exchange by trunk lines. In addition, there are direct lines from the Flower Bazaar Exchange to the rooms of the Ministers, the Chief Secretary, other Secretaries, Additional Secretaries, Joint Secretaries and Deputy Secretaries to Government, etc. All residential telephones are served by direct lines from the different exchanges in city.

413. *The Secretariat sub-exchange, Fort St. George.*—(i) The sub-exchange is an automatic exchange. It is under the control of the Public Department. It is operated by trained operators attached to the Public Department who work under the immediate supervision of the Section Officer of the Public (Establishbent) section. All correspondence regarding its working should be addressed to the Under Secretary, Public (Telephones) Department.

(ii) Besides the trunk lines connecting the sub-exchange with the Madras Telephone Flower Bazaar Exchange, there are internal PABX extension connecting several Secretariat officers and Departments with the sub-exchange. A list of these extensions shall be hung up in a prominent place in the sub-exchange room.

(iii) (*a*) The sub-exchange will be kept open on all working days from 9.00 a.m. to 6.30 p.m. and during Assembly session from 7.00 a.m. to 7.00 p.m or till the last officer leaves Secretariat, whichever is earlier.

(*b*) On all holidays including Saturdays and Sundays, the telephone exchange will work from 10.30 a.m. to 4.30 p.m.

(*c*) When the sub-exchange is closed, the key of the room shall be put in a cover signed and handed over by the turn operator to the chowkidar. The chowkidar shall lodge the cover in the guard room and return it to the operator who first attends office the next morning. The turn operator shall ensure before closing the sub-exchange room that the glass shutters are closed and that the electric fan and light and the alarm bell on the switch board are switched off and switch board covered with the water-proof covering.

(iv) The main function of the operator operating the sub-exchange is to give connections required. It is no part of his duties to transmit or receive messages and his services should not be requisitioned for this purpose.

(v) The operator shall also carefully observe the other instructions contained in paragraph 416.

414. *Arrangements during Saturdays, Sundays and other holidays.*—An extension telephone with direct access facility after office hours has been installed in the Guard Room, for use in emergencies such as fire ,etc. The Chowkidar on duty will answer the calls.

On the evenings preceeding Saturdays and Sundays and other closed holidays when the Secretariat sub-exchange will not be working the operator or the turn operator, as the case may be, at the sub-exchange should see that the extension to the Guard Room is plugged on to the first of the main lines of the Secretariat sub-exchange so that the Departments of the Secretariat will receive from outside offices telephone messages in the Guard Room which will be passed on without delay to the departments concerned.

415. *How to get connection through the sub-exchange—External connections.*—(i) An officer who wants to make a call outside the PABX should dial '9' to get at the operator. As soon as the operator answers he should give the number of his extension telephone and the required outside number thus, "speaking from extension 202, please get me 25369". The operator will note down the extension telephone number and the required outside number and request the officer to disconnect. The operator will then get the required number and ring the officer.

(ii) A few extension telephones have been provided with direct access facility. Calls to outside numbers (i.e. outside the PABX) can be made through these extension telephones without the help of the operator. The officers on these extension telephones will first dial the number 'O' wait for the dial tone of the main exchange (a low pitched sound as against the high pitched one to the Secretariat PABX) and then proceed with dialing the required number. If after dialing 'O', he gets an engaged tone, he will disconnect and try again.

Internal connections.—An officer who wants to speak to another officer by an internal extension telephone can do so without the help of the operator. He will lift the receiver and on getting the dial tone, dial the required extension number. If the required extension number is free he will get the ring back tone. Otherwise he will get a busy tone indicating that the required extension number is engaged.

416. *Special instructions for the operator at the sub-exchange.—I. Incoming calls.*—(1) On an incoming call, insert the answering plug at once and say "Secretariat Exchange Speaking" as soon as the lamp indications on junction lines are got.

(2) Care must be taken while establishing the call to the extension that the answering and the calling plugs must be driven home fully for distinct conversation.

(3) If the required extension is engaged or no reply can be obtained, inform the person waiting on the junction line at once "The line is engaged" or "no reply please", as the case may be.

(4) On receipt of supervisory lamp on the key shelf, remove the plugs (which shows the completion of the conversation).

(5) Speak politely, clearly and directly to the transmitter for distinct voice.

(6) Keep the receiver free from dust and moisture.

(7) Always act with promptitude and be courteous.

II. *Outgoing calls.*—On receipt of indication on operator circuit (Assistant Circuit Jack available in each position) the operator is expected to attend immediately and say " Yes Sir "., ascertain his requirements and his extension telephone number on insertion of answering plug into the relevant assistance circuit jack and proceed as follows :—

(1) Ascertain the free junctions line on pressing the junction test key-(Absence of lamp indication shows the free junction line).

(2) Insert the calling plug fully on a free junction jack and operate the relevant speak key to the speak position.

(3) Listen for the dial tone.

(4) After obtaining the dial tone, operate the dial key, dial the required number and normal the dial key.

(5) Listen for ring back tone.

(6) Keeping this as it is, connect the required extension number on inserting the anwering plug into the extension jack available at the position after taking the engaged test. (The ring is sent by normalling the speak key and operating it to the ring position).

(7) If the line is engaged the operator must inform the extension accordingly.

(8) Do not engage the assistance circuits for establishing the calls. Otherwise, the assistance circuits will not be available for other extension, to attract the attention of the operator.

(9) At the end of the conversation the operator gets the clearing signal for removing the plugs from the jacks.

III. *Rectification of defects.*—The first duty of the exchange operator every day shall be to conduct the following routine tests for the satisfactory working of the board :—

(1) Test with all calling cords on all junctions for dial tone.

(2) Test all calling and answering plugs with the cord test jack available at each position for good condition.

(3) All important extensions to be tested daily for the following :—

(*a*) Ringing, (*b*) Clear speech and (*c*) Clearing signal after disconnection of the extension.

(4) The above tests may also be conducted with all other extensions periodically in a suitable cycle (once in fortnight). Any defects noticed by the operator should be brought to the notice of the technical staff available for immediate remedy.

Note.—A typed copy of these instructions shall be hung up permanently in the exchange room.

417. *Instructions to telephone Assistants at the several office connections.*—(i) There are sub-connections for the use of all the departments of the Secretariat.

(ii) The Assistants posted for duty at the telephone must acquaint themselves with the proper manner of issuing and receiving messages, ignorance of which often results in much waste of time. As soon as the call-bell rings, the

telephone Assistant will immediately take the receiver from its arm, hold it to his ear and speak distinctly into the transmitter the words " Finance Department|Industries Department, etc., speaking ". He will not say " Who are you please ". If the Assistant at the other end does not understand, the telephone Assistant will go on repeating the phrase " Finance Department|Industries Department, etc., speaking " clearly, leaving sufficient interval between every two repetitions to make sure that the other Assistant has not caught it, till the latter does understand. He will then probably name the sender of the message. If he does not, the telephone Assistant should not interrupt him to ask it, but should take the message down and at the end ask the sender's name.

(iii) When the telephone Assistant is sending a message, if the receiving Assistant does not at once give the name of his office but begins with the usual " who are you please ", the telephone Assistant will say " .... Secretariat speaking ; who is that". Having ascertained that he is speaking to the right person, he will continue. " Please take down this message ".

(iv) The telephone Assistant must always be prompt and courteous. He must speak slowly and distinctly, but not shout and avoid unnecessary repetition.

(v) Saving of time is the chief object of the telephone. No delay should, therefore, occur either in the transmission of a message to an outside office or in the communication of an incoming message to the person concerned.

(vi) Messages from outside offices shall be taken down in the prescribed form (C.F. 304). The date and time of receipt shall invariably be noted in the space provided for the purpose and the telephone Assistant shall affix his initials at the end of every message taken down by him.

(vii) Non-observation of these instructions will entail severe disciplinary action. Especially, a telephone Assistant who fails to attend promptly to a call on the telephone and allows the bell to be ringing for minutes together will be severly dealt with. Apart from the waste of time that such neglect causes to the person who is trying to send a message, the noise of the bell is most distracting and interrupts the work of the office.

418. *Written messages.—General instructions.*—(i) A telephone conversation is liable to interception and all users of telephones must remember that somebody else may be listening in Confidential, Strictly Confidential, Secret or Top Secret matter should never be transmitted through the telephone.

(ii) Written messages by telephone should be resorted to only when absolutely necessary. As a general rule, the telephone should be used only for messages which are fairly short and really urgent and do not take more than five minutes to transmit. Telephone messages must be phrased in telegraphic language.

(iii) No telephone message should be issued except on the authority of officers of the rank of Under Secretary and above who will be personally responsible for seeing that the message is as brief as possible. This prohibition will not apply to Senior Personal Assistants and Junior Personal Assistants to Ministers.

If at any time, the Under Secretary is not available and the message has to be issued on the same day, it may be issued under the authority of the Section Officer concerned and put up to the Under Secretary, for the post facto approval.

(iv) Between offices in close proximity (say, within a radious of one mile) telephone message, except between officers of the rank of Under Secretary and above themselves, should not be issued.

(v) Under no circumstance whatever should the telephone operator at the sub-exchange take down or send out any message.

(vi) Telephone message received shall be treated as urgent and calls should be attended to without delay. In the absence of special orders to the contrary telephone messages shall be dealt with as demi-official communication. Government Orders should not be communicated by telephone except in cases the messages should be confirmed by formal official communications. All important messages should similarly be followed by formal official or demi-official communications.

419. *Telephone messages to and from officers.*—(i) Telephone messages addressed to officers of the rank of Under Secretary and above of a department should be submitted at once in an "urgent" (or in a "special" pad if the message is "special") to the officer concerned. In no case should such message be sent to sections concerned in the first instance. On receipt of the message back from the officer, the tappal Assistant will at once send it to the Section Officer of the section concerned.

(ii) No message shall be sent as from officers of the rank of Under Secretary|and above without his formal approval of the draft.

420. No member of the staff lower in rank than a Section Officer shall initiate a private telephone call through the sub-exchange without the previous permission of a Section Officer except in the case of serious illness or an accident. Strangers shall not be allowed to use the telephones.

421. *Care of telephones.*—The telephone instruments and the cords attached to them shall be kept dry during the wet season; if not, difficulty in working will ensure. It is advisable to cover them with a water-proof cover during the wet season.

422. *Repairs to telephones.*—When a telephone gets out of order, the matter should be reported at once to the Telephone Inspector in the Secretariat by ringing up extension telephone No. 299. If the fault is not rectified within a reasonable time the "complaints" section in the Telephone Department (phone No. 198) may be contacted. The procedure indicated in the Madras Telephone Directory for reporting faults should be followed.

423. *Changes in the Madras Telephone Directory.*—It is most important that the directory should be maintained as up-to-date as possible. The onus of notifying alteration lies with the subscribers. All changes in names and addresses should therefore be notified immediately they occur by the departments concerned to the Directory Officer, Madras Telephones.

424. *Payment of Telephone Charges.*—(1) The Accounts Officer, Telephone Revenue, Madras (North) and Madras (South) sends one copy each of the computerised Telephone bills relating to their jurisdiction. As the originals of the computerised bills have to be sent to Telephones Department at the

time of settlement of the Telephone bills, four copies of each of the Telephone bills are taken, compared and after making necessary entries in the Telephone Register maintained in the section concerned, put up to the Under Secretary to Government, for the attestation of the copies of these bills and for the approval of the endorsement made in bill. Original and two of each of the bills are sent to Bills section of the Department for preparing the contingent bill and present at the Pay and Accounts Office, Madras. "*Account Payee Cheques*" drawn in favour of the Accounts Officer (North), Telephones Revenue, Madras-1|Madras-6 and Accounts Officer (South), Telephones Revenue respectively are obtained from the Pay and Accounts Officer for settlement of the Telephone Bills. The original Telephone|Telex Bills must be surrendered to the Telephone Department at the time of settlement of Telephone Bills.

(2) The third copy of each of the Telephone Bills should be sent to the P.A. to Minister, V.I.Ps. and officers concerned in the Departments to which the bills relate along with particulars of payment, to certify whether the calls were made for official or private purposes. If the calls were made for private purposes, the amount should be reimbursed by the officer concerned. The excess calls over the ceiling fixed for the officer according to the status of the officer and nature of work should be recovered from the officer concerned. A copy each of the original Telephone bill with the "*Account Payee Cheque*" issued by the Pay and Accounts Officer, Madras shall be sent by the Department concerned to the Telephone Department. The original Telephone bill will be receipted by the N.C.B. Machine in the Telephone Department and returned to the Department concerned. The Department concerned will forward the same to the Pay and Accounts Officer, Madras.

425. *Residential Telephones—Recovery of charges for excess calls.*—Telephone are installed at the cost of Government at the residence of the Ministers, the Chief Secretary and other Secretaries to Government, etc., but charges for calls in excess of a certain number of free calls which are conceded to the officers as a free allowance, will be recovered from the officer concerned in accordance with the instructions in Tamil Nadu Financial Code, Volume II and as per orders issued from time to time from the Public (Telephones) Department.

After settlement of the telephone charges in respect of the bills received from the Telephone Department, the department concerned shall take action for the apportionment and recovery of the excess call charges and trunkcall charges from the officers concerned. A copy of the advice regarding the amount recoverable from each officer should be sent to the respective Pay and Accounts Officer and Bills section. In cases where an officer remits the amount to the Government direct, particulars of the chalan should be communicated to the Bills section for record.

426. *Correspondence regarding telephones.*—Departments of the Secretariat are authorised to communicate direct with the General Manager, Telephones, in minior matters such as the following :—

(1) Shifting of telephones from one place to another within the same office for the use of the same officer/office ;

(2) Shifting of telephones from one place to another within the same Telephone Exchange area for the use of the same officer ;

(3) Provision of coiled cord to telephones or replacement of the black coloured Priyadarsini type of instruments ; and

(4) Rectification of defects in telephone instruments which do not involve replacement of the instrument.

In such cases, the General Manager, Telepnone, will act on the instructions so received. In all important matters correspondence will be carried on by the Department of the Secretariat which deals with the subject of telephones.

427. *Trunk telephone.*—(i) Details regarding the trunk telephone will be found in the Telephone Directory of the Posts and Telegraphs Department, Madras District.

(ii) *Officers authorised to use trunk telephone.*—Only Secretaries to Government or persons authorised on their behalf shall use the trunk telephone and only in matters of urgency.

(iii) *How to get a connection through the Secretariat Sub-exchange.*—An officer who wants to speak on the trunk telephone through the Sub-exchange will ring up. The operator at the exchange will answer. The officer should then intimate the outside number and if it is a " particular person " call the outside number and the name of the person wanted. The officer may then hang up the receiver. The operator at the sub-exchange will ring up the Trunk Telephone Office and register the call. When the call is ready, the operator will ring up the officer who will then speak.

(iv) *Payment of charges.*—The procedure indicated in paragraph 485 should be followed in respect of trunk telephone bills also. In addition, the following instructions should be followed :—

Officers who make trunk calls should intimate to their offices all private calls as and when they are made. To ensure that they have not omitted to do so, the Bills section shall send a copy of the settled bill to the section concerned, with the particulars of payment. The Office Procedures section of the department concerned shall obtain a certificate from the officer concerned, whether the call was 'official' or 'private'. In the case of private calls, the Department shall arrange to recover the cost from the officer concerned for 'crediting' it to Government. The certificate prescribed in the third sub-paragraph under item 58 (4) of Appendix 5, Tamil Nadu Financial Code, Volume II shall be furnished by the Drawing Officer concerned to the Pay and Accounts Officer direct within a month from the date of encashment of the bill.

(v) *Priority Trunk Calls.*—The following officers of the Secretariat including the Ministers are authorised to send the various priority indication telephone trunk messages as noted below :—

(1) Most Immediate—
Chief Minister.

(2) Immediate—
(*a*) Chief Minister.
(*b*) Other Ministers.
(*c*) Chief Secretary.
(*d*) Secretaries to Government.

(3) Important—
(*a*) Chief Minister.
(*b*) Other Ministers.
(*c*) Chief Secretary.
(*d*) Other Secretaries, Additional Secretaries and Joint Secretaries.

The power to use any priority indication in telephone trunk calls cannot be delegated and a priority telephone trunk call booked " by order " will not be accepted except in cases specified below :—

(*a*) An indication authrised for use by any particular officer may be exercised by that officer's immediate deputy (and no one else), when the authorised officer is away from headquarters ; and

(*b*) in exceptional circumstances any officer may use any degree of priority he considers necessary but he is to report his action to his superior stating the circumstances and will be held personally responsible that his action was justified.

428. *Secretariat Inter-communication System.*—To cater to the increasing needs, in exchange of communications among the Departments of Secretariat, an Inter-communication Exchange has been installed connecting all Departments of Secretariat. This facility provides inter-communication within the Secretariat.

To facilitate communcation between the Chief Secretary to Government and other Secretaries, a Micro Process Electronic Exchange system has been installed in the Secretariat connecting Chief Minister, other Cabinet Ministers, Speaker, Deputy Speaker, Chief Secretary, Commissioner and Secretary and Deputy Secretary, Public (Protocol) Department. A Superphone has also been installed in the room of Deputy Secretary, Public (Protocol), Public (S.C.) Department, Public (Special-A) Department and Public (Special-B) Department, Public (General-1/General-II/Political-A) Department. Any repair in the above system should be intimated to the Public (Telephones) Department.

CHAPTER XVIII.

SECRETARIAT BUILDINGS AND THEIR CONSERVANCY.

429. *Control over buildings.*—The Secretariat Buildings and permanent fixtures in them are under the administrative control of the Chief Secretary who is, for this purpose, in the position of the Head of a Department. The duty of allocating the rooms in the Secretariat for temporary or permanent occupation vests in the Chief Secretary and no portion of the Secretariat may be occupied without his sanction. The Chief Secretary should be addressed if any accommodation is required or can be relinquished or if any structural repairs or alterations or additions to the buildings are desired. But the Assembly Chamber in the Fort St. George and permanent fixtures in them will be under the administrative control of the Speaker. The Public Works Department will, as usual, maintain them. The Secretary, Legislative Assembly Secretariat will act under the orders of the Speaker.

430. *Supervision over the buildings.*– One of the Under Secretaries of each department supervises the conservancy of the portions of the buildings of which he is in immediate charge. He is responsible for the general condition of the buildings including the glass in each room and fixtures as also for keeping watch against attacks of white-ants and giving strict attention to the cleanliness of the interior and neatness of the exterior and surroundigs, etc. The necessity for any improvements in, or repairs to the buildings has, when it arises, to be promptly brought to his notice by the Section Officer in-charge of the Office Procedures section of his department or by the Assistant Section Officer dealing with office papers if there is no such Section Officer. It is also the duty of the Supervisor of the Public Department to bring to the notice of the Under Secretary, Public Department, any cracks or other defects which he may notice in the buildings, so that steps may be taken to get them repaired with the least possible delay.

431. *Repairs and improvements.*—(*a*) All improvements and repairs to the buildings are undertaken by the Public Works Department and all correspondence on the subject is carried on by the Chief Secretary with the Executive Engineer, North Presidency Division.

(*b*) All permanent fixtures are put up by the Public Works Department and their repairs also are undertaken by that department at the instance of the Chief Secretary.

(*c*) All minor repairs and improvements to the Assembly Chambers in the Fort St. George and the portion of the Secretariat Buildings occupied by the Legislative Assembly Secretariat will be carried out by the Secretary, Legislative Assembly Secretariat after taking the orders of the Speaker, wherever necessary and all correspondence on the subject will be carried on by the Secretary, Legislative Assembly Secretariat with the Executive Engineer, North Presidency Division.

(*d*) All permanent fixtures in the Assembly Chambers and the portion of the Secretariat buildings occupied by the Legislative Assembly Secretariat are put up by the Public Works Department and their repairs also are undertaken by that Department at the instance of the Secretary, Legislative Assembly Secretariat.

432. *Countersignature of estimates.*—Estimates amounting to Rs. 1,000 and below for repairs and improvements, affecting the structure of the buildings and those in respect of permanent fixtures are countersigned by the Under Secretary of Public Department in-charge of Secretariat Buildings. Estimates amounting to over Rs. 1,000 and upto Rs. 5,000 are countersigned by the Deputy Secretary. Public Department and those over Rs. 5,000 require the sanction of the Government in the administrative department concerned.

433. Estimates amounting to Rs. 5,000 and below for repairs and improvements affecting the structure of the buildings occupied by the Legislative Assembly Secretariat and the Assembly Chambers and those in respect of permanent fixtures in them are countersigned by the Secretary. Legislative Assembly Secretariat and those amounting to over Rs. 5,000 require the sanction of the Government in the administrative department concerned.

434. *Furniture, etc.*—For the supply and repair of furniture, movable screens and curtains, arrangements are made by the Under Secretary of the department concerned. Purchase of new furniture from outside the Jail Department requires the sanction of Government.

Acknowledgment should be obtained from the officer who is supplied with furniture for use at his residence.

In the event of his transfer to another department, the department which has supplied the furniture should treat the furniture to have been transferred to the department concerned after getting item-wise acknowledgment from the department concerned and after making necessary entries in the furniture registers maintained. The latter department should get acknowledgment from the officer concerned and watch for the return of the articles soon after his retirement, resignation or for any other reasons, ceasing to hold an assignment in the Secretariat permanently.

435. *Officers' rooms.*—(*a*) Departments of the Secretariat should make their own arrangements for the dusting of furniture in their officers' and office rooms by their Office Assistants.

(*b*) The Office Assistants attached to officers are directly responsible for keeping the rooms clean and for seeing that no unauthorized person interferes with anything kept there. In the evenings before they leave office, they should keep the table-set of writing materials, personal belongings of officers and other sundry articles which are liable to be stolen, such as soaps, towels, stationery (except wall clocks) in the almirah provided in the rooms and hand over the rooms to chowkidars on duty.

(*c*) No outsider shall be allowed to enter any room without the special permission of the officer concerned.

Note.—Sweepers and cleaners are allowed to enter the rooms in the discharge of their duties, but the work should be done under the direct supervision of chowkidar of the conservancy and watch and ward staff.

436. *Precautions against fire.*—The Secretariat Buildings and the Legislative Assembly Chambers have not been insured against fire. The Under Secretary of each department is responsible for ensuring the due observance of the following rules relating to precautions against fire :—

(1) The Assistant Section Officer or Section Officer who leaves a room last shall see that all the lights and fans therein are switched off and hand it over formally to the chowkidar. The Office Assistant who attend on officers shall attend to this duty so far as the officers' rooms are concerned.

(2) None but safety matches shall be used in the office.

(3) Kerosene oil or any easily inflammable material should always be stored in an out-building or godown.

(4) The sealing of papers shall always be done under the direct supervision of a responsible Assistant Section Officer who will see that due care is taken.

(5) No naked lights shall be used in the office. All candles or wicks must be protected by glass. All oil lamps must have metal (and not glass) reservoirs. The carrying of lighted lamps other than lanterns should be avoided.

(6) Fire places for the preparation of paste or glue shall not be allowed in or near any building.

(7) Waste paper should not be allowed to accumulate in large quantities in the office. Every morning the waste paper of the previous day shall be collected and sent to the waste paper room (*see* paragraph 513 infra).

(8) Buckets shall be kept always filled with water or sand. Fire buckets and all other receptacles containing water, should be emptied out on the ground (not down a drain) three times a week, i.e., on Mondays, Wednesdays and Fridays and should be kept empty until they are dry, when they should be re-filled.

(9) If in a room a kerosene oil lamp is used, a small box of dry earth with a scoop should be kept for use in extinguishing burning oil. The earth should not be allowed to harden or cake.

(10) Old furniture shall not be left lying about but shall be disposed of at once or sent into the store-room.

(11) Smoking in record rooms shall be strictly prohibited.

(12) No temporary shed built of combustible materials shall be erected without the permission of the Chief Secretary. The erection of thatched or mat buildings within 15 yards of the building is absolutely prohibited.

(13) 'Minimax' fire extinguishers are also fixed to the walls throughout the Secretariat and Legislative Assembly Chamber Buildings.

(14) In the event of fire breaking out the person who sees it will immediately inform the guard room and the Telephone exchange. The Telephone operator will immediately communicate the fact to the Fire Services Department, the Supervisor, Secretariat Buildings and then to the Under Secretary, Public Department in charge of Secretariat Buildings over telephone indicating the area from where the alarm raised. As soon as the information regarding the break-out of fire is received from the Telephone Operator, the Supervisor, Secretariat Buildings should immediately, arrange to collect all the Watch and Ward and the conservancy staff and they should rush to the spot where fire has actually broken out and try to extinguish it with the help of the fire fighting appliances available in the Secretariat Buildings.

(15) On the discovery of the fire at night, the chowkidar on duty in the buildings shall immediately communicate the fact by telephoning No. 101.

(16) The Supervisor of the conservancy and watch and ward staff shall see that the fire pumps and the buckets in the Secretariat buildings are kept clean and ready for use and that the "Minimax" extinguishers are not empty. He should satisfy himself that the water in the fire-buckets is renewed three times a week.

(17) The Supervisor shall train the entire conservancy and watch and ward staff in the handling and working of the fire pumps and shall for this purpose hold fire drills once a month. Every time a drill is held, the names of those who attend the drill should be entered in a bound register which should be submitted to the Under Secretary of the Public Department for perusal. It is also necessary that the ministerial staff and office assistants of the Departments of the Secretariat should be familiar with the use of the "Minimax" fire extinguishers. Departments should arrange with the Supervisor for the necessary instructions to be given to their staff in their use.

(18) The Supervisor shall also instruct the staff in the use of the telephone.

(19) All arrangements for precautions against fire including the drills should be got checked up once a quarter by the Station Officer, Tamil Nadu Fire Service (Headquarters), or any other officer of the Tamil Nadu Fire Service Organisation deputed for the purpose, and his advice duly considered.

The Under Secretary, Public Department, shall exercise overall supervision and shall, in particular, see to the enforcement of the monthly drills mentioned in clause (17) above.

437. *Rules to be observed on outbreak of fire.*—The following rules shall be observed on outbreak of fire in the Secretariat buildings :—

(1) Fire caused by ignited oil should be at once smoothered by means of earth ; water should on no account be used. For this purpose one of the buckets in each stand is kept filled with sand.

(2) Fire extinguishers have been provided in all the floors of the Multi-storeyed Building and the Secretariat Main Building. Those fire extinguishers shall be used in the event of fire.

(3) If a chimney catches fire, extinguish the fire in the fire place with a bucket of water and then block up the fire with a cloth soaked in water. At the same time buckets of water should, if possible, be carried on to the roof and emptied down the chimney, the mouth of it being kept closed with another wet cloth while water is not being poured down, as the fire will quickly die out if all air is excluded.

(4) Immediately on the alarm being raised, every man is to report to the post to which he is told off and to await orders.

(5) The staff members in the Multi-storeyed building shall use the ramp provided in the Northern end of the Secretariat building for evacuation in the event of fire hazard. The Supervisor (Security) shall ensure that the gates leading to the ramp in Multi-storeyed Building are kept open during office hours and necessary security personnels are posted there to prevent unauthorised persons using these gates. These gates shall never be locked.

(6) All movements should be carried out with the greatest possible silence and rapidity, and special care must be taken that there is no crowding in passages and staircases.

(7) As a draught of air will tend to increase the fire, all doors and windows, which it is not necessary to use for ingress or egress should be closed.

(8) All inflammable materials near the fire should be collected and carried to a place of safety.

Note.—Placards containing "Rules to be observed as precautions against fire in public office" and "Rules to be observed on the outbreak of fire in public buildings" are typed and kept in the guard room of the Secretariat building.

438. *Electric installation.*—The electric installations in the Secretariat buildings are in charge of the Electrical Engineer (General), to whom communications regarding supply, renewal and repair of fans and lights should be addressed —Estimates submitted by him will be countersigned by the Deputy Secretary, Public Department. The installations are periodically tested by the electrician at the Secretariat buildings and any defects are immediately rectified by him. Replacement of bulbs or lights and similar petty works will on requisition by departments be attended to by the staff in immediate charge of the installation.

439. The electric installations in the Assembly Chambers in the Fort St. George and in the portion of the Secretariat buildings occupied by the Legislative Assembly Secretariat are in-charge of the Electrical Engineer (General). Communications regarding supply, renewal and repair of fans and lights should be addressed to the Electrical Engineer (General) by the Secretary, Legislative Assembly Secretariat after taking the ordres of the Speaker wherever necessary. Estimates submitted by him will be countersigned by the Secretary, Legislative Assembly Secretariat. The installations are periodically tested by the electricians at the Secretariat buildings and any defects are immediately rectified by them. Replacement of bulbs or lights and similar petty works will on requisition by the Legislative Assembly Secretariat be attended to by the staff in immediate charge of the installation.

440. *Use of electric lights, fans and lifts.*—(*a*) Particular care should be taken in the use of lights and fans. They should be used only when absolutely necessary. Whenever an officer or a member of the staff for whom lights and fans are provided leaves his seat, fans and lights should be switched off. Any neglect of this duty on the part of the office establishment is punishable.

(*b*) Fans are allowed in the Secretariat throughout the year to all officers when they consider them absolutely necessary. In the case of members of the staff, the Section Officers of sections and Central Branches should ensure that the fans are used only when obsolutely necessary and should, as far as possible, avoid using them in the months of November to February inclusive.

(*c*) *Electric lifts.*—Four lifts are provided in the Secretariat Main Buildings. They are as follows :—

(1) The Lift near the cabinet room in the Secretariat Main Buildings is for the exclusive use of Governor, Chief Minister, Ministers and other V.V.I.Ps.

	Capacity.
(2) Lift in the northern wing of the Secretariat Main Buildings.	7 persons including the lift operator.
(3) Additional Lift on the northern wing of the Secretariat Main Buildings.	8 persons including the lift operator.
(4) Lift in the western side of the Secretariat Main Buildings.	13 persons including the lift operator.

There are 7 lifts provided in the Multi-storeyed Building. They are as follows :—

	Capacity.
(1) Lift on the southern end of the multi-storeyed buildings is for the use of V.I.Ps. and officers only, and to enable them to reach the Conference Hall on the 10th Floor of the Multi-storeyed Building, quickly.	13 persons including the lift operator.
(2) Two lifts, viz., Lift-A, and Lift-B are provided near the portico of the Multi-storeyed Building.	13 persons including the lift operator.
(3) Two lifts, viz., Lift-C and Lift-D are provided in the middle of the Multi-storeyed buildings.	13 persons including the lift operator.
(4) Two lifts, viz., Lift-E and Lift-F are provided in the northern side of the Multi-storeyed buildings.	18 persons including the lift operator.

Each lift is attended to by two operators working in shifts. The lifts will be in operation from 8 a.m. to 8 p.m. daily. Whenever heavy loads, sationery, etc. have to be carried, the lifts 'E' and 'F' in the multi-storeyed buildings alone shall be used.

The lifts may be used either for going up or for coming down by—

(i) Ministers.

(ii) All Officers of the Secretariat.

(iii) All visitors coming to see either the Ministers or Officers.

Assistant Section Officers, Assistants, Personal Clerks|Personal Assistants and Typists may use the lifts for going up only when they are not in use by the officers. When they have to carry bulky files, Assistant Section Officers, Assistants, Personal Assistants|Personal Clerks and Typists may use the lifts for coming down also, but such calls should be restricted to the minimum.

Office Assistants and Record Clerks are not expected to use the lifts unless they have to carry a big bundle or a heavy box for being taken up ; but in no case, are Office Assistants and Record Clerks allowed to use the lifts for coming down.

441. *Conservancy and watch and ward staff.*—The Conservancy and Watch and Ward establishment consist of the following :—

(1) Supervisor (Security).

(2) Roving Inspectors.

(3) Head Constables.

(4) Head Chowkidars.

(5) Police Constables.

(6) Chowkidars.

(7) Supervisor (Conservancy).

(8) Assistant Supervisors.

(9) Cleaners.

(10) Sweepers.

(11) Waterman.

(12) Sanitary Workers.

(13) Gardeners.

(14) Matty.

442. *Control.*—The staff are under the control of the Under Secretary (Estates), Public Department. The Supervisor (Security) supervises the work of watch and ward staff and is responsible for their discipline. The Supervisor (Conservancy) supervises the work of conservancy staff and is responsible for their discipline.

443. *Watch and Ward staff.*—The Supervisor (Security) shall be present to control the Watch and Ward staff and maintain the security of the buildings. It is his duty to see that all rooms are open by 8 a.m. daily. In the evening, he shall also ensure that all lights and fans are switched off, all doors and windows are closed, all taps are shut and rooms properly locked.

The Supervisor (Security) and the Watch and Ward staff shall be responsible for the safety of the articles, e.g., furniture, etc., in the Legislative Assembly Chamber buildings (Ground floor and first floor in the Secretariat Main Building) in the same way as they are responsible for the safety of those in the Secretariat Buildings proper and for seeing that no one loiters around them. The keys of all the rooms in the Secretariat and the Legislative Assembly Chamber buildings shall be in their charge day and night.

444. *Conservancy staff.*—The Supervisor (Conservancy) shall be present to control the conservancy staff. He will be held responsible for keeping the vicinity of the Secretariat Buildings neat and tily. He should also ensure that the office compound are thoroughly swept and that the plants in the compound are watered and attended to. The Assistant Supervisors will assist the Supervisor (Conservancy).

445. *Hours of attendance.*—The hours of attendance of the Supervisors are 9.30 a.m. to 12 noon and 2.00 p.m. to 5.30 p.m. The hours of attendance of the Assistant Supervisors and Roving Inspectors are 9-00 a.m. to 12 noon and 2 p.m. to 5-30 p.m.

The following is the arrangement for attendance of Head Chowkidars|Head Constables and Chowkidars|Constables :—

Day Duty Ist shift	From 7 a.m. to 2 p.m.
Evening duty IInd shift	From 2 p.m. to 9 p.m.
Night duty IIIrd shift	From 9 p.m. to 7 a.m. on the next day.

The Watch and Ward staff on Ist shift duty on Friday shall take over the 3rd shift at 9 p.m. on Saturday. The staff on the 2nd shift of Friday will take over the Ist shift at 7 a.m. on Saturday. The staff on the 3rd shift of Friday will take over the 2nd shift at 2 p.m. on Saturday.

The hours of attendance of conservancy staff are 8-00 a.m. to 12-00 noon and 1-00 p.m. to 4 30 p.m.

446. *Uniform.*—The Watch and Ward staff and the conservancy staff shall wear the uniform prescribed for them while they are on duty. The uniform will be supplied at Government expense and they will be held responsible for the articles of clothing supplied to them.

447. *Sentries.*—The Watch and Ward staff shall do sentry duty from 7-00 a.m. to 2.00 p.m., 2.00 p.m. to 9.00 p.m. and 9.00 p.m. to 7.00 a.m. next day for which purpose they will be posted.

The changes of the batch from day to night and vice-versa should be made every week at 12 noon on Sundays.

They shall see that nothing leaves the office without a pass signed by an officer not below the rank of a Section Officer. Receipt slips, accompanying letters and packages sent out from the Secretariat officers shall be accepted as a pass. No article accompanying an officer of the Secretariat requires a pass.

No stranger shall be allowed to enter the office rooms without permission. Money lenders, hawkers and beggars should on no account be allowed to gain entry into or hang about the premises. They should be warned off. No unauthorised person should be allowed access to the Secret sections.

448. *Closing of the office.*—The Chowkidars should take charge of the officers' rooms and the office rooms as soon as the officers and the members of the staff leave the office. They should see that all doors and windows are properly secured, that electric fans and lights are switched off and that no stranger is in the office. The keys of the rooms should then be deposited in the guard room. The key of the Central Record Branch which will be handed over to the Chowkidar in a sealed cover should also be deposited in the guard room and returned the next day.

449. *Night watch.*—The Watch and Ward staff should see that no one enters the premises after these are secured for the night. Should an Assistant or Assistant Section Officer has occasion to attend office after the rooms have been locked, he should go to the guard room and arrange to have the required room opened; on leaving, he should intimate the fact to the chowkidar in-charge. Assistants or Assistant Section Officers of one department shall not be permitted to have access to the offices of another department. The Supervisor (Security) shall post necessary Watch and Ward staff in the Secretariat complex and ensure proper night watch.

450. *Legislative Assembly Chambers.*—During the days on which Legislative Assembly meetings are held, the Supervisor (Security) should see that the National Flag is hoisted over the Legislative Assembly building. The Supervisor (Conservancy) should see that the Legislative Assembly Chamber and the chambers of Ministers and their surroundings are thoroughly swept and kept clean.

The Supervisor (Conservancy) should take the orders of the Secretary, Legislative Assembly Secretariat in regard to any re-arrangements of seats, etc., in the Legislative Assembly Chambers which may be considered necessary from time to time.

451. *Cycle stand.*—Two Chowkidars or Police Constables will be on duty, one from 7 a.m. to 2 p.m. and the other from 2 p.m. to 9 p.m. On holidays and Sundays, they work, one from 9 a.m. to 2 p.m. and the other from 2 p.m. to 9 p.m. Whenever a cycle is deposited in the stand the Chowkidar or Police Constable on duty shall give it a brass token with a number and hand over another brass token bearing the same number to the owner. The Chowkidar or Police Constable is solely responsible for the safety of the cycles so long as they are in his custody.

452. *Tiffin rooms.*—The tiffin rooms provided for the Secretariat staff are kept open from 1 p.m. to 2 p.m. on all working days. The Supervisor (Conservancy) is responsible for the rooms being kept clean and tidy. The tables should be cleaned frequently and waste matter on the floors and in the receptacles removed then and there. He should see that the servants clear away the utensils and the leaves without delay. Employees using the rooms should realize that it is also their duty to see that the rooms are kept in a sanitary condition. The Supervisor (Conservancy) should see that persons other than Secretariat employees do not use the rooms.

Members of the Secretariat establishment should not take tiffin any part of the Secretariat buildings except in the tiffin rooms which are specially provided for them for the purpose. It is the duty of the Under Secretary (Estates) to enforce this instruction strictly.

453. *Filter.*—The Supervisor (Conservancy) shall also be in-charge of the filter room and shall exercise constant supervision over the work of the watermen employed to carry out the arrangements detailed below for the working of the filter, for keeping the filter room and water vessels clean and for the distribution of filtered water to the Secretariat officials. The Supervisor (Conservancy) should see that drinking water is properly supplied to the staff of Secretariat.

Before 10 a.m. the watermen shall pump the whole of the water required for the day's supply from Tank No. 2 to Tank No. 3.

On Sundays, the floor and brass work shall be cleaned and the walls washed down. The candle cases shall be opened once a month and the candles gently washed.

454. *Lavatories.*—Separate lavatories have been provided for—

(1) Officers;

(2) Men staff; and

(3) Lady members of staff.

The Supervisor (Conservancy) should see that the lavatories are kept clean by the sanitary workers attached to the conservancy. The Supervisor (Security) should see that the lavatories are not used by outsiders or unauthorised persons.

455. *Motor sheds.*—Motor sheds intended for officers are under the administrative control of the Public department. Whenever sheds are vacated, departments will inform the fact to the Public department, so that steps may be taken to have them reserved for the use of officers who may require them. Motor garages in the eastern side of the Fort intended for the use of Ministers and the western side for the use of officers are under administrative control

of the Public department. Whenever garages are vacated, departments will early inform the Public department, so that steps may be taken to have them locked and reserved for the use of Ministers and officers who may require them.

456. *Waste paper.*—Every working day before 10 a.m., the waste paper of the previous day shall under the supervision of the Supervisor (Conservancy) or Assistant Supervisors be collected and sent to the waste paper room, the key of which shall be maintained by the Head Chowkidar.

The Supervisor (Conservancy) or a head Chowkidar should ensure that no file or paper which is not treated as waste paper gets mixed up and goes into waste paper room.

The Supervisor (Conservancy) shall inform the concerned Assistant Section Officer of the Public department, whenever the waste paper room is three-fourths full. The Assistant Section Officer concerned will then give three clear days' notice to the contractor.

All papers taken over by the contractor shall be weighed in the presence of the committee constituted for the purpose which will note down the weighments on a separate note sheet, and obtain the signature of the contractor or his clerk on it and attach it to the run on file, on the subject. The contractor will pay in advance to the head of the office, the cost of waste paper together with the sales tax before actual removal.

CHAPTER XIX.

SECRETARIAT CIRCULATION VANS.

457. *Functions.*—There are two circulation vans. They are primarily intended for carrying boxes and covers containing official records that are circulated to the Governor and to the Ministers and for carrying record bundles to and from Tamil Nadu Archives, Egmore.

The vans may also be used for important official purposes, other than those mentioned in the preceding sub-paragraph, such as transporting budget papers to Government Press and back or for work connected with visits of VIPs and important National Festivals such as the Independence Day and the Republic Day Celebrations.

Trips for purposes other than circulation will be undertaken only if both the vans are in a road-worthy condition and if the use of the vans will not affect the normal circulation work. If there is only one van in running condition, special trips will not normally be undertaken. A requisition in writing signed by an officer should be made to the officer in charge of motor vehicles in the Public department stating the purpose for which the transport by van is required, the urgency of work, the duration for which the van is required, etc. As the vans will have to perform circulation trips, they should be returned before the time allowed. Such requisitions should be restricted to really urgent cases where other transport facilities are not available. Whenever the van makes a special trip, the entry in the log book in respect of the trip should be authenticated by the officer on whose orders the trip was undertaken.

458. *Control.*—The vans work under the control of the Chief Secretary. Any complaint about their working shall be made to the Under Secretary, Public department.

459. *Staff.*—Besides the driver, an office Assistant of the Public department is detailed for duty with the van every three months by rotation. The circulation boxes, letters and packets for delivery are in his charge and he is responsible for their delivery to the proper addresses. The boxes, letters and packets are entered in the Circulation Van Register and acknowledgment of the persons to whom they are delivered are taken in the register by the Office Assistant travelling in the van. It shall be the responsibility of the Office Assistant travelling in the van and the driver to see that no unauthorised articles or persons are carried in the vans. The drivers and the Office Assistants will attend to duty from 10 a.m. to 5 p.m. or in shift system as may be directed from time to time. The shifts will be from 8 a.m. to 2 p.m. and 2 p.m. to 8 p.m.

460. *Supervision of staff.*—The staff is under the immediate control of the Section Officer of the section dealing with the subject "Motor Vehicles, etc.," in the Public department, who should periodically inspect the registers and see that they are properly maintained.

461. *Daily itinerary.*—The van will start work at 8.00 a.m. every working day and go round to the Ministers' residences and to the residences of officers on the route to whom boxes were taken the previous evening and bring them

back of office. On its return journey it will call at the Tamil Nadu Archives, to deliver and receive record bundles intended for the Departments of the Secretariat and also call at the Egmore and Central Railway Stations to collect all circulation boxes that would have arrived from the Governor and the Ministers who are on tour, and bring them back to office. The van should return to the Secretariat before 11.30 a.m.

When the Governor is at the Headquarters, the van will perform a regular trip to the Governor's Secretariat at 2 p.m. on all working days for taking files and boxes intended for circulation to the Governor and will return to the Secretariat by about 4 p.m. bringing back files and boxes, if any, and communications intended for Departments of the Secretariat from the Governor's Secretariat. Even when the Governor is on tour, if the Comptroller of Governor's Household desires, the van will make special trips to Governor's Secretariat. If information is got to the effect that boxes have to be taken from Egmore and Central Railway Stations, the van will be routed from the Governor's Secretariat to the Egmore and Central Railway Stations on its way to Secretariat. Again, if there is urgent need for taking record bundles from Secretariat the van will be enrouted to the office of the Director of Stationery and Printing on its way to Secretariat from Governor's Secretariat.

In the evening at about 4 p.m. one van will go to Egmore and Central Railway Stations for booking circulation boxes intended for the Governor and the Ministers who may be on tour and return to office by 4.30 p.m. whenever necessary.

The van will start its evening trip leaving the Secretariat at 6.00 p.m., call at the residences of Ministers and officers on the route for whom there are boxes to be delivered and return to the Secretariat.

In the absence of special instructions to the contrary the van will not call at Raj Bhavan when the Governor is not in Madras or at the residences of Ministers who are on tour.

During office hours the Office Assistant who accompanies the van should not allow it to leave the Secretariat without the permission of the Section Officer in charge of the section dealing with the subject "Motor Vehicles". After office hours, i.e., after 5.30 p.m. the Office Assistant who accompanies the van will report to the Central Despatch Branch to collect the boxes intended for circulation.

Boxes intended for the Ministers and the Secretariat officers of Public Department should be handed over to the Office Assistant travelling in the van not later than 5.30 p.m. every working day by the concerned Personal Assistants to Ministers and Personal Clerks to officers.

462. *On days previous to and following Sundays and other public holidays.*—Itinerary prescribed in paragraph 461 will be followed on all working days.

463. *Special calls at the Ministers' houses.*—The van will not ordinarily call at the residences of the Ministers or of any officers of the Secretariat, except as provided in paragraph 457 above. Should any of the Ministers desire that the van should call at his house on any day, necessary intimation should be sent to the Secretariat by the Senior Personal Assistant or Junior Personal Assistant concerned. The van will then be sent.

464. *No trips on Government holidays.*—On Sundays and other public holidays no circulation work will be undertaken by the vans. The van will however call at Egmore and Central Railway Stations in the morning to bring boxes that would have arrived from the Ministers who are on tour, back to office and again in the evening to book boxes intended for Ministers who are on tour, if any. Except on Sundays a van will also call at the Tamil Nadu Archives in the morning to deliver and bring back bundles intended for the Secretariat.

Under the orders of the competent authority, the vans may, however, be used for any of the special official purposes mentioned in paragraph 453 above on holidays including Sundays, if it is absolutely necessary. The requisition for use of the vans on a holiday should, as far as possible, be sent on the previous working day or earlier and permission obtained in advance.

465. *Registers.*—In connection with the upkeep of the circulation vans, the following registers should be maintained :—

(i) A register known as the log book showing particulars regarding the date, time, details of movements, mileage, meterreading at the start and at arrival and the total miles done for each trip and also the petrol taken.

(ii) A register showing particulars of items of repairs, replacements of spare parts, etc., together with their costs.

(iii) A register showing cost of petrol, oil and incidental receipts.

(iv) Inventory of equipment.

These registers will be maintained separately for each van. The Section Officer will be held personally responsible for the correct and punctual maintenance of these registers. The log books should be submitted to the officer in charge of motor vehicles every day. The other registers should be submitted to the officer-in-charge of motor vehicles once a month.

CHAPTER XX.

OFFICE ESTABLISHMENTS—SECRETARIAT SERVICE MATTERS.

466. *Conditions of Service-Secretariat-Establishment* :—

(i) *Indian Administrative Service.*—The conditions of service of the Chief Secretary to Government, Secretaries to Government, including those under Super time scale and in Special Grades, the Additional Secretaries to Government, Joint Secretaries to Government, Deputy Secretaries to Government and under Secretaries to Government, either recruited direct through the Union Public Service Commission or Promotees to IAS from the State Civil Services, etc. are governed by the Indian Administrative Service Rules.

(ii) *Tamil Nadu General Service.*—The conditions of service of all non-IAS, Joint Secretaries to Government, Deputy Secretaries to Government, Under Secretaries to Government, the Section Officers and the Private Secretaries in the Secretariat are governed by the Tamil Nadu General Service Rules.

NOTE.—The conditions of service of Officers belonging to the All India Services, other than IAS, and other State Services who have been posted in the Secretariat in Special|Technical posts continue to be governed by their respective Service Rules.

(iii) *Tamil Nadu Secretariat Service.*—The conditions of Service of Assistant Section Officers, Assistants, Personal Assistants, Personal Clerks, Typists, Telephone Supervisor, Telephone Operators in the Secretariat Exchange are governed by the Tamil Nadu Secretariat Service Rules.

(iv) *Tamil Nadu General Subordinate Service.*—The conditions of Service of the Supervisors, Drivers, Sergeant and Sheroff and Watch and Ward Staff in the Public Department and the Drivers, Record Clerks and Record Assistants in the Department of Secretariat are governed by the Tamil Nadu General Subordinate Service Rules.

(v) *Supervisor (Security) and Personnels incharge of Security in Secretariat.*—The conditions of service of the Supervisor (Security) and the Security personnel drafted from Madras City Police and posted in the Secretariat buildings under the administrative control of the Under Secretary to Government, Public (Buildings) are continued to be governed by the Tamil Nadu State Police Subordinate Service Rules.

(vi) *Tamil Nadu Basic Service.*—The conditions of service of the Council Dubash, Assistant Sergeant, Duffadars, Office Assistants, Chowkidars, Sweepers and Watchmen are governed by the Tamil Nadu Basic Service Rules.

467. *Conditions of Service in the Tamil Nadu Legislative Assembly Secretariat.*—The recruitment and conditions of service of the Officers and staff members of the Tamil Nadu Legislative Assembly Secretariat, shall be governed by the Tamil Nadu Legislative Assembly Secretariat Service Rules.

468. *Tamil Nadu Secretariat-Establishment-Matters under One Unit Scheme-Procedures.*—All departments of Secretariat *except* the Finance, the Planning and Development and the Law departments come under the "One Unit" Scheme.

Matters relating to recruitments, preparation of panels, prepartation of establishment lists, allotments, reallotments and postings of officers and staff to various categories of posts in the departments of Secretariat under the "one unit" schemes are being attended to by the following sections in the Personnel and Administrative Reforms and the Public Departments :—

Department/Section.	*Categories dealt with under the one unit Scheme.*	*Name of recruitment.*	*Government Service Rules.*
(1)	(2)	(3)	(4)
1. Personnel and Administrative Reforms (Per. H) Department.	(i) Assistants, Typists and Personal Clerks [under General Rule 10 (a) (i) as a temporary measure].	Through Employment Exchange.	Tamil Nadu Secretariat Service.
	(ii) Assistants, Typists Personal Clerks (under compassionate grounds in respect of dependent of the deceased Government Servants).	Direct (with the concurrence of the Tamil Nadu Public Service Commission).	Do.
2. Personnel and Administrative Reforms (Per. I) Department.	Assistants, Typists and Personal Clerk (Direct recruitment).	By Tamil Nadu Public Service Commission.	Do.
3. Personnel and Administrative Reforms (Per. I) Department.	(i) Assistant Section Officers (Direct recruitment).	Do.	Do.
Do.	(ii) Assistant Section Officers (by Promotion and recruitment by transfer).	By promotion from among the holder of the posts of Assistants Typists, Personal Clerks of the Tamil Nadu Service under one Unit schene and by recruitment by transfer from among the holders of the posts of Assistants in the Tamil Nadu Ministerial Service as per the provisions under the Tamil Nadu Secretariat Service Rules.	Do.
	(iii) Personal Assistants	By promotion from the holders of the posts of Personal Clerks.	Do.
Personnel and Administrative Reforms (Per. H) Department.	Section Officers.	By promotion from among the holders of the posts of Assistant Section Officers of Tamil Nadu Secretariat Service under one unit.	Tamil Nadu General Service.
5. Do.	Private Secretaries ..	By promotion from Among the holders of the posts of Personnel Assistants of Tamil Nadu Secretariat Service under one unit.	Do.
4. Personnel and Administrative (Reforms (Per. O) Department.	Under Secretaries to Government (Non-I.A.S.).	By promotion from among the holders of the posts of Section Officers under the Tamil Nadu General Service under one unit with the approval of Tamil Nadu Public Service Commission.	Do.

(1)	(2)	(3)	(4)
7. Public (Special A) Department.	Deputy Secretaries to Government (Non-I.A.S.).	By promotion from among the holders of the posts of Under Secretary to Government (Non - I.A.S.).	Tamil Nadu General Service.
8. Do.	Joint Secretaries to Government (Non-I.A.S.).	By promotion from among the holders of the posts of Deputy Secretary to Government (Non-I.A.S.).	Do.
9. Do.	(i) All I.A.S Officers (from Chief Secretary to Government to Under Secretary to Government).	Direct recruitments through Union Public Service Commission and promotees to I.A.S. from the Tamil Nadu Civil Service.	Indian Administrative Service.
	(ii) D.R.O.s.	By promotion from among the holders of the posts of Deputy Collectors.	Tamil Nadu Civil Service.

The Sections dealing with direct recruitment to the various categories and by promotion to category 3 (Under Secretary to Government) in class XII of Tamil Nadu General Service shall send the realistic estimates of vacancies every years, as per the crucial dates fixed under the special rules governing these post to the Tamil Nadu Public Service Commission as well as to the Union Public Service Commission, so that sufficient number of candidates are recruited and allotted by the respective agencies, in time.

So far as, the direct recruitment to the posts of Assistants, Assistant Section Officers, Typists and Personal Clerks, in respect of the Finance, Planning and Development and the Law Departments, which are outside the purview of the one unit scheme, the Personnel and Administrative Reforms (Per. I) Department shall gather the estimate of vacancies in respect of the above departments and forward the same to the Tamil Nadu Public Service Commission, along with the other estimates gathered from the departments of secretariat under one unit scheme. On receipt of the selection lists from the Tamil Nadu Public Service Commission, candidates shall be allotted to these departments, as per their requirement. The candidates, once allotted to the departments outside one unit scheme will constitute a separate unit and they will get their promotion as per the separate seniority lists maintained by the departments concerned.

The sections mentioned above dealing with the one unit scheme shall prepare, or the crucial date, every year and publish the approved list of candidates fit for appointment|promotion to the various categories under one unit scheme, as per the special rules governing those posts. Wherever, it is required to consult the Tamil Nadu Public Service Commission the same shall be done before the approved list is published.

Except, where it is necessary in public interest, owing to an emergency which has arisen to fill immediately a vacancy in a post borne on the cadre of a service or class by promotions from lower category and there would be undue delay in making such promotions as per the rules, the appointing authority, may temporarily promote a person under General Rule 39 (a) of the Tamil Nadu State and Subordinate Service Rules, in accordence with the rules governing the posts. The appointing authority shall then take simultaneous steps to prepare and approve necessary supplementary approved list of candidates to meet the unforeseen vacancies and fill them from the approved list of candidates early.

The supervisory officers shall ensure that the provisions contained in the Special rules relating to preparation of annual lists for promotion to the various posts on the due dates are strictly observed and also make sure that realistic estimates of vacancies are prepared in respect of each category every year, to avoid the situation of keeping regular vacancies unfilled for want of candidates and resorting to preparation of temporary panels under General Rules 39 (a).

469. *Allotments, Promotion, reversions and reallotments under one unit Scheme—Procedure.*—The sections dealing with one unit scheme shall allot, reallot, promote or revert candidates under one unit as per the approved list of candidates published every year and based on the reports regarding the requirements and reallotments furnished by O.P|Establishment Section of the Departments of Secretariat concerned under one unit scheme. Whenever an O.P.|Establishment Section of a department of Secretariat, visualises that there will be no vacancy in that department to accommodate any person, it shall immediately give advance intimation over phone to the section dealing with one unit scheme to reallot the junior most in that category. The advance intimation shall be followed by a formal communication. The section dealing with one unit on receipt of the intimation shall verify the vacancy positions with other departments, over phone and if, there is any vacancy in any other department, it shall reallot the junior most person to that department. If there is no vacancy, the section may revert the junior most individual in the approved list to the department from which he was originally promoted. If it is the lowest category in a particular service he may be ousted for want of vacancy.

When O.P.|Establishment sections anticipates a permanent vacancy to arise due to retirement or if any unforeseen vacancy arise due to death or a temporary vacancy due to leave sanctioned to any member of its establishment or due to deputation of any staff member for training for long durations, it shall send formal requests for allotment to the section dealing with one unit. The section concerned shall take immediate action to fillup such vacancies by reallotment or by promotion.

470. *Appointment of Record clerks and office Assistants.*—Appointment by direct recruitment whether on regular or temporary basis to the posts of Record Clerks and Office Assistants shall be made by the respective O.P.| Establishment section of the departments of Secretariat from the list of candidates sponsored by the Employment Exchange. While making appointment by direct recruitment to the posts of *Record Clerks* the Rule of reservation under Schedule II-A to General Rule 19 of Tamil Nadu Secretariat and Subordinate Service Rules shall be followed. Whenever, an appointment under compassionate grounds in respect of the dependents of a deceased Government servant to any one of the above post is proposed the Department concerned can make the appointment direct. Rule of reservation will not be applicable in respect of the posts of Office Assistants.

471. *Service Registers.*—A record of service of each Government servant shall be maintained in accordance with Rules under Subsidiary Rule 74 (iv) framed by the Government in Part III of Annexure—II of the Fundamental Rules. A service book in Form No. 10 shall be opened for every Government servant at his own cost as soon as he|she is appointed to Government service and commences probation in that service. The Service Book will kept in the safe custody of the O.P./Establishment section. All entries shall be duly made and attested by the Section Officer (Bills) of the department. Whenever an individual is transferred, his service book will also be sent to the new department

Before the service book is tranferred, the Section Officer (Bills) concerned, shall verify the entries in the Service Book with reference to pay bills and close the entries in the Service Book including leave accounts under proper attestation.

In respect of Self Drawing Officers, the record of service will be maintained by the Pay and Accounts Office, Secretariat, Madras-9.

In respect of all temporary appointments made under General Rule 10(a) (i) temporary Service Rolls shall be opened and maintained by the concerned O. P. Section.

472. *Maintenance of Service Book. Entries to be made. Annual verification, quin-quinial attestations, etc., Procedure.*—

(i) *Entries to be made in a Service Book.*—The following particulars of a Government Servant's Official life shall be regularly recorded in the Service Register and each entry verified with reference to departmental orders, pay bills, leave accounts, etc., and attested by the Section Officer (Bills) of the Department :—

1. Date of entry into Government service.
2. Temporary and officiating promotions of all kinds.
3. The date on which the period of probation is satisfactorily completed.
4. Increments.
5. Transfers.
6. All kinds of leave availed of.

If the Government servant is himself the attesting officer, his service book shall be attested by his immediate superior officer.

7. The punishments, if any, as contemplated under the Tamil Nadu Civil Services (C.C.A.) Rules, imposed on a Government servant shall be noted in brief with authority under proper attestation, copies of the orders imposing punishments shall be filed with the service book. "Warning" is not a punishment under the T.N.C.S. (C.C.A.) Rules and it shall not be entered in the service book. Any special test or examination passed by the Government servant shall be entered in the Service Book. For doing so the number and date of notification of the publication containing of the name of the successful candidates in the tests and the part and page number of the *Tamil Nadu Government Gazette* on the Tamil Nadu Public Service Commission Bulletin in which the notification was published shall be furnished.

(ii) *Entries to be made in pages 1-3 of a Service Book and attestations of the same to be done once in five years.*—As soon as a Service Book is opened the 1st, 2nd and 3rd page shall be filled in under proper attestation by the Head of Office.

The date of birth shall be verified with reference to the entries in the application of appointment as accepted by the Tamil Nadu Public Service Commission and transmitted to the appointing authorities.

In the case of a Government servant whose year of birth above is known, but not the exact date, the first date of July shall be treated as his date of birth. When both the year of birth and the month of birth is known but not the exact date, the 16th of the month shall be treated as the date of birth.

The qualifications acquired by the Government servant shall be entered after verifying the originals. The identification marks of the Government servant shall be entered in page 3 of the Service Book.

As soon as the Service Book is opened and entries made in pages 1 to 3 with reference to original certificate or testimonials, it shall be shown to the individual concerned and his acknowledgement (full signature) with date shall be obtained in column (13) on page 3 of the Service Book. The entries shall then be attested by the Head of Office. Thereafter the attestation of the Government servant shall be obtained in page 3 of the Service Book, once in five years. It will enable the Government servant to file timely representation, if any, against any wrong entries made or any omissions, and it will also avoid against any representation for alteration of date of birth, etc., at a later date.

(iii) *Annual verifications.*—The Service Books of each department should be taken up for verification in January of every year by the Bills section of the department. The Section Officer (Bills) shall satisfy himself that the service particulars of the Government servant concerned are correctly recorded in his Service Book. A certificate shall be recorded in words over his signature (viz) "Service verified upto .... (the date normally the 31st December of the preceding year) with reference to pay bills, acquittance rolls."

(iv) *Service verifications to be done on transfer.*—When a Government servant is transferred from one department to another the Section Officer, (Bills) of the department where he was originally employed shall record in the Service Book under his signature the result of verification of service with reference to pay bills and acquittance rolls, in respect of the portion (viz) the date up to which the Government servant was paid in that department. The Under Secretary to Government in charge of the O.P. Section shall ensure that the service verification particulars up to the date of transfer have been properly recorded in the Service Book of the Government servant concerned before it is actually transferred from his department. Verification of services for the remaining period shall be done in the department where the Government servant is transferred.

(v) *Maintenance of Register of Service Books.*—In order to ensure proper maintenance of Sevice Books in the Departments of Secretariat each O.P. section shall maintain a Register of Service Books in the following form :—

As printed registers are available, necessary registers may be obtained from the Director of Stationery and Printing by placing advance indents. Separate Registers of Service Books shall be maintained in respect of each category.

FORMAT

Register of Service Books,

Name of employee.	Rank.	Date of opening of S.B.	Date of receipt of Service Book and the name of the Officer / Department from whieh received.	Date of last attestation vide form 10 under rule of subsidiary rules under F.R. 74(iv) in Part III of Annexure II F.R.)	*Remarks.* If the Service Book is sent out the reference No. and date shall be noted in pencil (if it is transferred once and for all the fact should be noted in red ink with proper attestation by the Under Secretary (OP)
(1)	(2)	(3)	(4)	(5)	(6)

Separate pages shall be allotted to each person for whom service book is maintained. When the Service Book is received in the Office, columns (1) to (4) of the register may be filled up, Re-attestation of Service Book, once in five years, shall be noted in column (5) of the Register, by entering the date of re-attestation. When the Service Book is sent out from the O.P. section for reference regarding promotion. etc., the date and purpose for which sent, to whom sent and the current file in which it is sent shall be noted in column (6)

in pencil. As soon as the Service Book is returned, the pencil entries may be erased, and the Service Book replaced in the bundle, for safe custody. Whenever, the Service Book is finally sent to some other department of office on transfer of the employee, the fact shall be entered in the last column of the register, in red ink and attested by the Under Secretary (O.P.) of the department.

The Under Secretary (O.P.) shall ensure that the Annual verification certificates with reference to Pay bills for the period ended 31st December of the previous year, has been furnished in the Service Books of all the Government servants working under his control as on 1st January of every year.

It is also the duty of the Under Secretary (O.P.) of the department to initiate action to show the Service Books to the Government servants under his administrative control every year and to obtain their signatures in column (8) of the Service Books, in token of having verified their service books. A certificate to the effect that he had done so, in respect of the preceding calendar year, shall be submitted by him to his immediate superior officer by the end of July every year. The Head of the department concerned shall test check at least ten per cent of the Service Books. Chosen at random to ensure that the Service Books of the Government servant under his control are properly maintained. In the case of Government servants on foreign service, his signature shall be obtained after the Audit Office had made necessary entries regarding his foreign service.

(vi) *Preliminary verification of Service of a Government servant after completion of 28 years of service or 53 years of age, whichever is earlier.*— The services of a Government servant who has completed 28 years of service or 53 years of age, whichever is earlier, are verified by a preliminary verification. The Departmental Officers (viz.), O.P. section shall send the Service Book of a Government servant to the Accountant-General with a statement of service rendered.

The following points shall be noted while preparing the statement of service :—

(1) the date of entry into Government service, even if it is temporary one, as it will count for qualifying service.

(2) *The following will not count for qualifying service*:—

(i) Boy's service, if any (viz.), the service rendered prior to attainment of 18 years.

(ii) Extraordinary leave, if any taken without medical certificate;

(iii) Suspension period treated as substantive punishment;

(iv) All temporary break in service which have not been condoned will be excluded while calculating the qualifying service.

(v) Over stayal of joining time not regularised (*vide* subsidiary Rules under Fundamental Rule 74 (iv) contained in Annexure II, Part III of Fundamental Rule regarding maintenance of Service Books).

473. *Maintenance of Duplicate Service Registers by Government Servants.*— The Government in G.O. Ms. No. 1354, Finance, dated the 30th October 1963, have ordered that the Government servants be permitted to maintain duplicate copy of their service registers as the maintenance of duplicate service registers by the Government servants with reference to the copies of orders of appointment, declaration of probation, sanction of increments, leave, etc., may be useful in rebuilding a service register in case the original is lost, subject to the condition

that the duplicate service register will not be considered as authentic and the Government will be bound only by the entries in the service registers kept in the custody of the heads of offices and that the duplicate service register will be made use of, only for guiding the reconstruction of a lost service book. The Government servant will be responsible for getting entries in the duplicate service registers authenticated by the heads of offices under whom they work.

474. *Certificate of Physical fitness, Nominations and Statements to be filed with Service Books*—(*a*) (i) *Production of certificate of physical fitness.*—The physical fitness certificates of approved candidates received from the Tamil Nadu Public Service Commission shall be kept securely fastened in the Service Books of the Government Servants concerned. Necessary entry regarding the receipt of the Medical Certificate may also be made in the Service Book as contemplated in the ruling under F.R. 10.

(ii) In respect of the candidates recruited through Employment Exchange and those appointed under compassionate grounds, they should be directed to appear before a Government Medical Officer as contemplated under the instructions under F.R. 10, and obtain a certificate of physical fitness before their services are regularised. After regularisation orders are issued, the certificates shall then be kept securely fastened to the Service Books of the Government servant concerned after making necessary entries to that effect in the Service Books of the individuals.

(*b*) *Filling of Nominations with the Service Books of the Individuals.*—The nominations for General Provident Fund, Family Benefit Fund, Special Provident Fund-*cum*-Gratuity and Death-*cum*-Retirement Gratuity shall be obtained from all Government servants in the proper formats in triplicate and the head of office after scrutinising the nominations filled by the Government servants concerned, to ensure that the same have been filed in accordance with the various rules governing the schemes and then shall countersign them. One set of the nominations after countersignature shall be returned to the Government servant concerned. The second set of nominations shall be securely stitched with the Service Book of the individual after making necessary entries therein to the effect that valid nominations have been filed by the Government servant and accepted by the Head of Office, in respect of the various schemes of the individual. The third set of nominations shall be retained in the concerned O.P. sections, under safe custody, for future reference, if any.

The Government servant can at any time revise the nominations under those schemes, subject to the conditions laid down therein, and in the event of receipt of revised nominations, if any, the O.P. section shall cancel the original nominations and file the revised nominations in the Service Books of the individuals. The fact of filing of the revised nominations shall be noted in the Service Books.

As 'Adoption' is applicable only to Government Servants to whom the "The Hindu Adoption and Succession Act" applies, any nomination made in respect of "Adopted son or daughter" shall be carefully scrutinised before it is accepted. Any adoption made by an unmarried Hindu Government Servant is also equally valid. If any doubt arises in respect of other Government servants, the opinion of the Government Pleader may be obtained, as to whether their personnel law approves the "adoption". The Head of the department may act as per the advice of the Government Pleader.

(*c*) *Statements of assets and liabilities.*—The statments of assets and liabilities filed by Government servant at the time of opening of the Service

Book in the prescribed forms as per Government Servant Conduct Rules shall be attached with the Service Book after making necessary entries therein in this regarding. Thereafter, the Government servant is expected to file the above statments in the prescribed form once in five yars.

475. *Punishments, Suspension, etc. Entries to be made—Procedure—Punishments.*—The penalties that may be legally imposed, the authorities which may impose such penalties, the appeals which may be preferred against the orders of imposition of such penalties, the authorities who can reduce or enhance or set aside the penalties imposed either on appeal or on *suo moto* review have been clearly laid down in the Tamil Nadu Civil Services (CCA) Rules.

As soon as any one of the penalties specified under Rules 8 or 9 of the Tamil Nadu Civil Services (CCA) rules has been imposed by the competent authority, for good and sufficient reason, after following the procedures laid down in rule 17 (*a*) or 17 (*b*) of the Tamil Nadu Civil Services (CCA) Rules, the concerned O.P. Section shall see that necessary entries in red ink shall be made in the Service Book of the concerned individual, quoting the authority imposing such punishment. The O.P. section shall also ensure that copies of the statements recorded and the oral enquiry reports etc., on the basis on which the punishment was imposed, are communicated along with the final orders besides mentioning the appellate authority to whom any appeal shall lie, also the time limit for prefering such appeal. The failure to observe these technical points will vitiate the entire proceedings.

In any statutory appeal preferred against the penalty imposed, as per Rule 19 of the Tamil Nadu Civil Services (CCA) Rules or if any, suo moto review has been made by the competent authorities under Rule 36 of the Tamil Nadu Civil Services (CCA) Rules, against the punishment imposed, the result of such Appeal|Review, viz., whether the punishment imposed has been upheld or set aside or reduced or enhanced and if so, the same may be entered in the Service Book with proper authority.

Suspension.—A Government servant may be placed under suspension, as per Rule 17 (*e*) of the Tamil Nadu Civil Service (CCA) Rules, where,—

(*a*) An enquiry into grave charges against him, is contemplated or is pending.

(*b*) a complaint against him of any criminal offence is under investigation or trial and if so, such suspension is necessary in public interest;

(1) A Government servant who is detained in custody whether on a criminal charge or otherwise, for a period longer than 48 hours shall be deemed to be under suspension.

Rules 13 and 14 (*a*) (1) of Tamil Nadu Civil Service (CCA) Rules specify the authorities who can order suspension of Government servants. The Administrative Departments of Secretariat shall review such orders of suspension with a view to check whether there is any indiscriminate exercise of powers of ordering suspension.

Suspension should be resorted to only as a last resort and that too in Public interest. The Superior authorities who review the suspension cases feel that there is no need for continued suspension of a Government Servant, they should not hesitate to revoke the order of suspension and reinstate him into service, without prejudice to the disciplinary action contemplated or initiated against him.

Suspension means debarring a Government servant from exercising his powers and discharging the duties during the period the order of suspension remains in force. During the period of suspension, he continues to be a Government servant, but his powers and privileges are kept in abeyance. During the period of suspension he is paid a subsistence allowance, at an amount equal to half the pay (50 per cent) last drawn by the Government servant in addition to the Dearness Allowance or Additional Dearness Allowance admissible to the half the pay last drawn, as per F.R. 53 (1) (*a*) amended in G.O. Ms No. 180, P. & A.R. (FR. III), dated 1st August 1981.

After the period of six months from the date of suspension, the subsistence allowance may be enhanced by 50 per cent by the competent authority (Proviso 1 under F.R. 53 (1) (a)].

The circumstances under which the subsistence allowance may be reduced has been contemplated under Proviso II under F.R. 53 (1) (*a*).

The compensatory allowance, viz., House Rent Allowance and City Compensatory Allowance etc., shall be paid in full, during the period of suspension, irrespective of the subsistence allowance paid.

The order of suspension shall be issued in the standardised form, prescribed. The last place of duty may be prescribed as headquarters of the Government servant under suspension. However, for special reasons to be recorded in writing, the competent authority may fix any other place as headquarters.

The O.P. section shall make necessary entries in the Service Book of the concerned Government servant regarding the orders of suspension and the subsistence allowance paid etc., with authority. When the orders of suspension is revoked and the Government servant reinstated into the service, the fact should be noted in the Service Book.

When the disciplinary case, if any, is finally disposed of, the O.P. section should see that specific orders are issued as to how the period of suspension should be treated.

The period of suspension on reinstatement shall be treated either as duty or as the leave to which the Government servant is eligible or the period of suspension itself may be treated as substantive punishment. Necessary entries to this effect shall be made in the Service Book immediately.

When the period of suspension is treated as duty, the balance amount beside the subsistence allowance already paid shall be claimed and paid to the individual [F.R. 54-B (3)].

When it is treated as leave to which the Government servant is eligible, the subsistence allowance already paid may be adjusted towards leave salary. If any amount that has been paid as subsistence allowance is in excess of the leave salary admissible to him, the excess amount already paid shall be waived by the competent authority [Ruling (4) under F.R. 54].

The law of limitation will not apply in respect of payment of arrears of pay and allowances under F.R. 54, 54 (A) and 54 (B) [Ruling 5 (ii) under F.R. 54].

If the suspension is found wholly unjustified, he should be paid the full pay and allowances for the entire period of suspension, without getting any work from him. Hence the power of ordering suspension shall be exercised

very carefully and with restraint and it should only be resorted to as a last resort and that too in Public interest. The competent authorities and the Secretaries to Government shall ensure that the instructions contained in G.O. Ms. No. 211, Personnel and Administrative Reforms (Per-N) Department, dated 27th February 1980 read with G.O. Ms. No. 245, Personnel and Administrative Reforms (Per. N), dated 17th March 1982 are scrupulously followed while reviewing the suspension cases.

476. *Review of suspension cases suo moto—Proposals for extension of periods of suspension/Important points to be observed by the reviewing authorities.*—While reviewing the cases of suspension suo-moto, and while dealing with the proposals for extension of the period of suspension, the reviewing authorities shall ensure—

(*a*) Whether the authority who had placed a Government servant under suspension had recorded his reasoned conclusions establishing the compelling need as to how it is in the Public interest to place the Government servant concerned under suspension and whether there is any justification in the reasons adduced by the competent authority, who has passed the original order of suspension.

(*b*) When a proposal for the *first extension* of the period of suspension of a Government servant beyond the *period of three months,* due to pendency of the disciplinary proceedings instituted against him is received from the competent authority, the reviewing authority shall ensure—

(i) Whether the proposals for extension of the period of suspension have been submitted well in advance, i.e., before the expiry of the current period of suspension.

(ii) Whether the proposals for extension, justify the compelling need, as to how it is in the Public interest to extend the period of suspension of the Government servant beyond the period of three months.

The reviewing authority, if fully satisfied that there is justification in the proposals, may extend the period of suspension for a further period not exceeding three months.

(*c*) When proposals for the *second extension* of suspension of a Government servant beyond the period of six months due to pendency of the disciplinary action instituted against him are received from the concerned Head of the Department, the Government in the concerned Administrative Department of Secretariat before passing any orders on the proposals, examine :

(i) Whether the Head of the Department had submitted his proposals well in advance, i.e., before the expiry of the current period of suspension.

(ii) Whether the Head of the Department had furnished any valid reasons to justify as to how the second extension is absolutely necessary in public interest.

(*d*) When proposals for extension of the period of suspension of a Government servant *beyond the period of six months* are received from the competent authority, due to non-finalisation of the enquiry by the Directorate of Vigilance and Anti-corruption, the reviewing authority shall ensure—

(i) Whether the proposal for extension has been submitted well in advance (i.e.) before the expiry of the current period of suspension.

(ii) Whether he has justified the compelling need as to how it is in the Public interest to extend the period of suspension beyond six months, and

(iii) Whether the Directorate of Vigilance and Anti-corruption had specifically sought for the continued suspension of the concerned individual, and if so, the reasons thereof.

The reviewing authority, if he is satisfied that there is a compelling need may extend the period of suspension for a *further period not exceeding six months.*

(*e*) When proposal for the *second extension* of suspension of a Government servant *beyond the period of* 12 *months* is received from the concerned Head of the Department, due to non-finalisation of the enquiry by the Directorate of Vigilance and Anti-Corruption, the Government in the concerned Administrative Department of Secretariat shall ensure—

(i) Whether the Head of the Department has submitted his proposals well in advance (i.e.), before the expiry of the current period of suspension

(ii) Whether the Head of the Department has furnished valid reasons to justify as to how the second extension of suspension is absolutely necessary in the Public interest.

(iii) Whether the Directorate of Vigilance and Anti-Corruption has sought for the continued suspension of the concerned individual and if so, the reasons thereof.

The Government, in the concerned Administrative Department of Secretariat, if satisfied, that there are valid reasons to justify the extension of suspension in public interest, may issue orders extending beyond 12 *months.*

(*f*) Where the Government are the disciplinary authority, the case will be reviewed by the Government and orders issued well in advance, if necessary, extending the period of suspension beyond 8/6 months or 6/12 months, as the case may be.

(*g*) The time limits ordered above will not be applicable in cases of Government servants against whom *criminal proceedings* have been initiated.

477. *Personal files*—(1) *Introduction*—The system of maintaining personal files on Government servants has been in vogue for several decades. Instructions regarding various aspects of maintaining personal files such as procedure for writing, custody and communication of adverse remarks were issued from time to time

2. *Object.*—Personal files are important documents relating to the Government servants. Hence, their proper maintenance is a serious matter inviting the special attention of all concerned. It should be maintained properly in such a way that it should contain all information required for assessing the character, ability, etc., of the officer while considering him for promotion to higher and responsible post. The personal files should therefore, be maintained properly.

3. *Applicability.*—The personal files should be maintained in respect of all 'A' and 'B' Group Officers and persons in 'C' Group, who are to move to 'B' Group. For others the Record Sheet system should be followed. As regards basic servants, the defaulter's sheet should be maintained.

4. *Periodicity.*—Personal files should be maintained half-yearly in the case of probationers and annually for others. The report should ordinarily be prepared for the calendar year, i.e, for the period ending 31st December. The reporting officer should not normally write the personal file unless he sees the

performance of the officer reported upon for a period of at least three months during the period for which the report relates. The personal file should be written when the reporting authority demits office either on transfer or for other reasons, in the middle of the year.

Confidential reports need not be written by the officer after their retirement on superannuation or in other cases after they demit office.

5. *Authority for preparing, counter-signing, scrutinising and custody of personal files.*—At present, there is no comprehensive order prescribing the authorities, who should prepare, counter sign and maintain personal files of Government servants. There are, however, departmental orders for these matters although they are not uniform. There is no difficulty as far as the "Reporting Officer", is concerned as the immediate superior officer who has an intimate knowledge of the work and conduct of the Government servant, has to write the report on the person concerned. The next higher officer has to counter sign the report after scrutinising the report.

In order to ensure that personal files are maintained correctly and up-to-date, it has been ordered that the personal files should be scrutinised by the Heads of Departments in the case of officers belonging to the State services and by officers appointed by Heads of Departments in the case of those belonging to the subordinate services. As far as the Secretariat is concerned the personal files of Section Officers and above, should be submitted to the Secretaries or Additional Secretaries as the case may be. The above authorities should give necessary guidance to the reporting and counter-signing authorities wherever necessary. Finally, the personal files should be sent for safe custody to the authority prescribed for that purpose.

Under the existing instructions, the personal files of the Heads of Departments who do not belong to the All-India Services should be written by the Secretary to Government concerned and the reports should be circulated through the Chief Secretary to Government to the concerned Minister, the Chief Minister and the Governor. In respect of second level officers under Heads of Departments, the reports should be written by the Heads of Departments concerned and should be submitted to the Secretary to Government concerned for counter-signature.

6. *Method of writing personal file.*—Reporting Officers should apply their minds to the task of writing up personal files and endeavour to give as complete a picture as possible of the officer reported upon, both his good points and his short comings being fully dealt with clearly to enable a correct estimate to be formed of the character, ability and special qualities, if any, of the officer concerned. When a critical opinion or adverse remarks regarding the personal character or conduct or honesty of an officer is recorded, reasons should be given as far as possible. Similarly, an assessment that an officer is unfit for a particular rank should indicate the reason for it and if possible, a statement of facts in support of the view held should be given and should not be founded on general impressions only. If the countersigning authority disagrees with any entry made by the reporting officer, it is his duty to record his own views. If he fails to do so, he would normally be stopped from urging anything against the entry at a later stage. Thus, the counter-signing authority should, at the earliest opportunity, state his own views on any entry with which he disagrees.

7. *Method of reporting upon the integrity of the officer.*—Reporting Officer have to be definite and precise in writing their remarks on the integrity of an officer. In cases, where the Reporting Officer is not in a position to make a positive report about the integrity of an Officer reported on, he should leave

the column blank and submit a secret report stating his reasons to doubt the integrity of the Officer reported upon. The Scrutinising authorities, who receive such secret reports, should take suitable steps to find out, by means of discret enquiries, if possible, the correctness or otherwise of the reports. Further action to be taken should also be indicated by the scrutinising authority on the basis of his findings in the matter.

8. *Open system.*—Based on objections that there was scope for superior officers motivated by personal prejudices, etc., for writing unfounded remarks, the system of writing confidential reports was given up in 1970 and the open system of maintaining personal files was introduced since then. Under this system, the personal files are shown to the officers concerned once a year and acknowledgment obtained from them in token of having seen the reports in their personal files. For all other Government servants who come under Group 'C' and 'D' classifications, the personal file system was abolished from 1st March 1972 and in its place a Record Sheet system was substituted in which only punishments, if any, imposed were recorded.

The assessment of work in the Personal Files shall be one in two parts.—(i) Performance assessments and (ii) Potential assessment. The first part is written with the knowledge of the assessed officer and is shown to him, while the second part is kept confidential, subject to the existing procedure of communicating adverse remarks being followed. The advantage is that unfairness in subjective potential analysis could be mitigated to a great extent by objective performance assessment. The system of assessment suggested is to identify high performers as against low performers and to give to the latter category of officers special facilities to improve their performance.

Group 'A' and 'B'—(i) All assessment of work should contain two parts, viz., Part-I—Performance assessment and Part-II—Potential assessment.

(ii) For Part-I—Performance assessment, the assessed officer should be asked to furnish by a prescribed date every year, to his reporting officer, a brief (one page) not exceeding 300 words self-assessment of the work done by him during the preceding year.

(iii) This self-assessment report should form part of the record. It should be taken into consideration by the reporting officer when formulating the assessment on the performance of the Assessed Officer.

(iv) The Reporting Officer should then write Part-II—Potential assessment in the light of Part-I. In the second part comments regarding future potential traits including the integrity of the Assessed Officer, should be included. This part should be treated as confidential.

(v) After the scrutinising Authority sees both Parts I and II and records his comments, Part-I may be shown to Assessed Officer and if there are any adverse remarks under Part-II, they should also be communicated to the Assessed Officer.

Persons in Group 'C' who are to move to Group 'B' on promotion or by recruitment by transfer.—The instructions issued for the preparation of Personal File for Groups 'A' and 'B' officers are applicable to these persons also subject to the modifications that a different *proforma* is used and there is no need for the Assessed Officer to give an assessment report.

9. *Communication of adverse remarks.*—(1) All adverse entries made in the personal files of Government servants by reporting officers are to be con-

firmed by scrutinising officers and normally communicated to the Government servants concerned. The decision not to communicate any such remarks should be taken only by the scrutinising officers after recording a specific order to that effect in the personal files.

(2) Adverse remarks relating to a period of three years or more prior to the date when the matter is noticed or brought to notice and which were not communicated at all to the officer concerned will be wholly ignored, in the context of his promotion, confirmation or selection. They need not be communicated at all at that later stage.

(3) Adverse remarks over one year old (i.e.), from the date of acceptance by the scrutinising officer but less than three years old need not be communicated, if the latter officer (after consulting the present reporting officer, if need be) considers that the defects no longer exist. In that case, he may record a note to that effect in the personal file under intimation to his next official superior so that the latter may take any further action if necessary.

(4) Where adverse remarks have been communicated and have not been modified or expunged in response to representations, it shall be the duty of the reporting officer and the scrutinising officer to specifically consider and state in the confidential report for the following year whether the defects have been rectified or not ; silence on the part of the reporting officer or the counter signing officer will be construed to mean that the defects have been rectified.

(5) Representations for expunging or modifying adverse remarks should be submitted within three months of the date of receipt of the remarks. Belated representations are liable to be rejected summarily. The representations should be finally disposed of *within six months* of their receipt, failing which the defects should not be held against the officer for promotion, etc.

(6) A duplicate copy of the memorandum of communication of adverse remarks with acknowledgment endorsed thereon, should be kept in the personal files of the individual concerned.

(7) *Representations should be against the remarks made in the P. F.*—Representation against adverse remarks should be made to the scrutinising authorities, if the adverse remarks were made by the reporting authorities. If the remarks were made by the scrutinising authority himself, the representation is to be made to the next higher authority.

Representation for expunging or modifying adverse remarks should be submitted within three months of the date of the receipt of the remarks by the officer reported upon. Belated representations are likely to be summerily rejected. Such representation should be finally disposed of within *six months* of their receipt. If the remarks have to be ignored due to delay in disposal of representations or due to delay in communication, then separate orders should be issued to the officers concerned to the effect that the adverse remarks should be ignored for purposes of promotion, confirmation, etc., or the defect noticed should not be held against the officers concerned. A copy of the order should be added to the personal file of the officer concerned with suitable endorsement in the relevant place. The above procedure will apply only to first representation. Further, representations in the matter will be considered and disposed of as petitions.

It is enough if a copy of the final orders against adverse remarks issued is added in the Personal File. It is not necessary to add the entire representation given for expunging the adverse remarks.

Time limit for offering remarks by the reporting/Scrutinising authorities.—A time limit of one month for offering remarks by the reporting/scrutinising authorities on the representations made by the officials against whom adverse remarks were written by them. Failure to offer their remarks within the above time limit will be viewed seriously, and he will be held liable for disciplinary action.

10. *Entries to be made and not to be made in the personal files.*—Mere mention of any punishment in the personal file will not present a true perspective for a proper appreciation of the officer's record of service. Full details leading to such an entry should be available in the personal file. A copy of the order awarding a punishment should invariably be kept in the personal file of the officer concerned. If the order is reversed or modified on appeal or revision, a copy of such subsequent orders should also be kept in the personal file.

As 'warning' is not a punishment under rule 8 of the Tamil Nadu Civil Services (Classification, Control and Appeal) Rules, it should not be recorded in the Personal Files or Record Sheet.

The following types of letters of appreciation or notes of commendation issued to the officers should be placed on their personal files :—

(i) Letters of appreciation issued by Government or Secretary or Head of the department in respect of any outstanding work done by a member of the service ;

(ii) Letters of appreciation issued by special bodies or commissions or committees, or excepts of reports of such bodies expressing appreciation for a member of the service by name ;

(iii) Letters of appreciation from individual non-officials or from individual officials (other than a Secretary or Head of Department) if confined expressing appreciation of service rendered by the member of the service far beyond the normal call of duty, and provided the Secretary or the Head of Department so directs.

11. *Preservation of Personal Files.*—The following procedure should be followed in regard to preservation of personal files relating to the officers and subordinates in all departments :—

(i) The personal files of all Government servants including Group 'C' Government servants in service should be preserved so that the entries made therein may be referred to in cases where reference to entries made in the past is necessary. The personal files should not be destroyed so long as they are in service ;

(ii) The personal files of all Government servants including Group 'C' Government officials should be retained for one year from the date of their retirement, resignation, removal or dismissal from service ;

(iii) The personal files of all deceased Government servants including Group 'C' Government servants should be retained for one year from the date of their death ;

(iv) Heads of Departments and officers may, however, preserve such records for longer periods if necessary.

12. *Watching movement of personal files.*—A register should be maintained to record the movement of personal files of Government servants. Every custodian officer shall maintain a register in the form given below. The register will merely show datewise particulars of personal files which are either received by the custodian officer (and thereafter kept in his custody) or despatched by him to other officer and thereafter will not be in his custody. The entries will

be made consecutively irrespective of the status of the official. The entries will be ringed off as soon as the personal file has been kept by the custodian officer in the proper place or acknowledgment from receipient officer has been received and filed in the correspondence file. There is no need for maintaining separate registers for each category of officials. The personal files of all categories of officials may be entered in a single register.

The personal files of each category of official may be kept in a separate bundle at the top of which a list may be placed showing in alphabetical order the names of the officers whose personal files are in the bundle. If sufficient space is left between entries, additions may be made in the list as and when necessary. Name should be struck off from the list in cases where the personal files are finally sent to the other officers for custody.

FORM OF REGISTER.

Serial number and date.	Name of the officer.	Designation.	Whether received or despatched.	From whom or to whom.	Current number in which dealt with.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	

13. In order to know at a glance, the full personal data of a Government servant from a perusal of his/her personal file, the first page of the personal file should have a fly leaf containing the following personal data in appropriate side headings :—

1. Name
2. Educational and Technical qualifications :
3. Whether he belongs to Scheduled Caste, Schedule Tribe or Backward Class (in the case of those who do not belong to Scheduled Caste, Scheduled Tribe or Backward Class the answer to this column will be No) :
4. Date of birth
5. Native district

Where a Government servant himself supplies a passport size of his photograph at his own cost, it will be affixed to the inner side of the front cover of his personal file.

14. The Record Sheet should be opened for all other Group 'C' Government servants employed in the Secretariat except for Basic servants. The Record Sheets should be mantained by the officers who have been designated as custodian of personal files. Entries in the Record Sheets should be made whenever punishments are awarded to the Group C' Government servants and also any 'commendations' received by them. Copies of the orders awarding punishments need not be placed in the Record Sheet. Further, the Record Sheet should be closed once in a year at the end of March. A certificate should be recorded in the Record Sheet by the custodian to the effect that all punishments awarded during the preceding year have been duly noted in the Record Sheet. If no punishment was awarded during a year, a 'Nil' entry should be

recorded. The Record Sheet of a person should contain all the punishments awarded even earlier to the introduction of Record Sheets. In the case of Group 'D' servants, 'defaulter sheets' are maintained.

478. *Regulation of services and completion of probation.*—In G.O. Ms. No. 57, Public (Services), dated 8th January 1952, instructions were issued for avoidance of delay in the declaration of probation and providing for automatic completion of probation in cases where orders of declaration of probation were not issued within six months from the date of completion.

It was also ordered that subject to certain conditions, no delay in passing order of completion of probation should be permitted. A Government servant commences his probation only from the date of his regular appointment. The regularisation of service is an important item of work and this should not be delayed.

The intention in prescribing a period of probation is to enable the appointing authority to watch the work and conduct of the official, provide necessary training and other help and finally assess his suitability for full membership of the service, class or category for which he is selected, in actual practice, some inordinate delays are noticed in passing the order of declaration of probation, causing avoidable inconvenience to and dissatisfaction among the staff. It has been, therefore, ordered that in the absence of an order within six months, an automatic declaration of probation should be done in such cases.

In G.O. Ms. No. 196, Personnel and Administrative Reforms (Per.M), dated 3rd March 1981, the Government have ordered that the *maximum period up to which the probation of a Government servant may be extended so as to enable him to acquire the test qualification, be fixed as five years.* If he does not acquire the test qualification even within the above said extended period of probation, he should be reverted and the qualified and eligible juniors should be considered for promotion. If such a person has been appointed by direct recruitment and has not acquired the test qualification within the extended period of probation, his probation should be terminated. The Guildelines prescribed in General Rule 27 (*b*) of the T.N.S. & S.S. Rules shall be scrupulously followed.

479. *Probation Register—Maintenance of—Procedure.*—A register of all probationers should be maintained in the O.P. section in the prescribed form. As soon as the service of a member of an establishment is regularised, entries should be made in the probation register indicating the date of commencement of probation and the date on which the period of probatioi will normally be completed. Any requirement regarding passing of tests as part of probation should also be entered and it should be watched whether the incumbent has passed the required test. Action should be initiated to declare the satisfactory completion of the probation immediately after the expiry of the period of probation, subject, of course, to the incumbent having rendered satisfactory service and passing the required test, if any. While checking the probation register, the Head of the Office has to ensure that proposals for the declaration of satisfactory completion of probation are not delayed.

Where the work of the incumbent is not found to be satisfactory, notice should be issued to him quoting instances of bad work and he has to be called upon to show cause against extension of probation or termination of probation. Failure to pass prescribed tests will also attract taking similar action to extend the probation.

This register should be checked every month by the Under Secretary to Government in charge of Office Procedure section and remarks left in a Running note file.

Register of Probationers.

1. Service ..
   Category ..
2. Name of Probationer ..
3. Date of appointment to the service ..
   Class or category ..
4. Period of probation prescribed . . . years on duty within a continuous period . . . years.
5. Probable date of completion of probation ..
6. Tests, if any, to be passed during probation .. Test. Date of passing Particulars of the Notification regarding passing
7. Period of service in such class or category or in the higher category which counts for probation in category in question ..

Name of Office.	Post held	From	To	Period acted Y.M.D.	Running total. Y.M.D.
(1)	(2)	(3)	(4)	(5)	(6)

8. Particulars of orders passed regarding completion of probation. ..

480. *Probation sheet.*—As soon as a person is regularly appointed to a post, a probation sheet (in form given below) should be opened and entries made in columns 1 to 6 by the appointing authority. If the probationer is transferred to another office, the appointing authority shall forward the probation sheet along with the Last Pay Certificate and the Service Book to the Department to which the probationer is transferred. As soon as the probationer successfully completes the period of probation, the Head of Office, where the individual completes the probation period, shall send the completed probation sheet along with the Service Book of the individual to the appointng authority with his report, for issue of orders declaring his probation.

Probation Sheet.

1. Service ..
   Cotegory ..
2. Name of Probationer ..
3. Date of appointment to service ..
   Class or Category ..
4. Period of probation prescribed .. . . . years on duty within a continuous period of . . . years.
5. Probable date of completion of probation ..
6. Tests, if any, to be passed during probation ..

Signature of Appointing Authority.
Designation :

7. Tests passed ...

Test *Date of Passing* *Particulars of the Notifications regarding passing.*

8. Period of service in such class or category or in the higher category which counts for probation in the category in question ...

Name of Office.	*Post held*	*From*	*To*	*Period acted Y.M.D.*	*Running total Y.M.D.*
(1)	(2)	(3)	(4)	(5)	(6)

481. *Maintenance of Increment Register.*—A separate register of Increment shall be maintained in the Office Procedure sections of the Departments of Secretariat in respect of each category in the form prescribed below. Printed registers may be obtained from the Director of Stationery and Printing, by placing advance indents, and made use of.

The register will serve as a reminder for sanctioning increments to the incumbents on the due date.

Consequent on the advancement of increments to fall due on the commencement of the quarter concerned, the Increments Register shall be written in four parts to show all those drawing increments on the 1st January, or 1st April, or 1st July or 1st October [*vide* proviso (1) under F.R. 26 (*a*)]. The register shall be prepared on the 1st of every calendar year on the basis of the entries in the attendance register. All names in the attendance register should find place in the register. As and when new names are entered or deleted in the attendance register, necessary entries to be made in the Increment Register.

Increment Register.

Serial number.	Name of the employee.	Designation.	Scale of pay.	Present pay.	Next date of increment.	Future pay.	Reference number and date of sanction order.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Conditions in which an increment shall be drawn and when it should be withheld.—An increment shall ordinary be drawn as a matter, of course, unless it is withheld. An increment may be withheld from a Government servant by Government or by any authority to whom Government may delegate this power under Rule 6 of F.R., if his conduct has not been good or his work has not been satisfactory. In ordering withholding of increments, the authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments also. (F.R. 24).

The procedure that should be followed for stoppage of increment of a Government servant under the rule making control of Tamil Nadu has been prescribed in the Tamil Nadu Civil Services (C.C.A.) Rules.

According to second provisio to rule 17 (a) introduced in G.O. Ms. No. 397, Personal and Administrative Reforms, dated 1st April 1980, in every case where it is proposed after considering the representation, if any, made by Government servant, to withhold increments of pay and such withholding of increment is likely to affect adversely, the amount of pension payable to the Government servant or to withhold increment of pay *without cumulative*

effect for a period of exceeding three years or to withhold increment of pay *with cumulative* effect for any period, *the procedure laid down* in sub-rule (*b*) of rule 17 of Tamil Nadu Civil Services (C.C.A.) Rules shall be followed before making any order imposing on the Government servant, any such punishment.

An authority withholding an increment of an officer should expressly state in the order that the period for which the increment has been stopped, will be exclusive of any interval spent on leave, before the period is completed.

If the Government servant avails leave during the period of punishment, the period of punishment shall be extended. If during such extended period he again goes on leave, the increment shall be postponed further corresponding to the period of leave availed of by him during the extended period of punishment.

[Instruction under Rule 24 as amended in G.O. Ms. No. 591, P. & A.R. (FR-III), dated 22nd June 1982.]

The increment Registers may be submitted to Under Secretary (OP) once a month with a run on note file for check and he shall ensure that the increments to the staff members are sanctioned without any delay.

482. *Temporary Establishment Register.*—A Temporary Establishment Register shall be maintained in each Office Procedure section of the Departments of Secretariat in the following form, prescribed in G.O. Ms. No. 302, Finance, dated the 21st March 1962:—

Serial number.	G.O. Ms. No. and C. No.	Name of office/department.	Description of staff sanctioned.	Period of sanction: From	Period of sanction: To	Date on which further action to be taken for continuance.	Number and date of file in which further action taken	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

The particulars of temporary establishment sanctioned for the Department, viz., the G.O. No. and date, the temporary staff sanctioned with scales of pay together with the period of sanction should be entered in the Register. In cases where there is necessity for continuing the staff beyond the period of sanction, the Office Procedure section shall initiate action to send necessary proposals in consultation with the section concerned, atleast two months in advance to the P. & A.R. (Per.G) and the Finance Department for sanction of further continuance.

The temporary Establishment register should be checked once a month by the Under Secretary (OP) and remarks recorded in a running note file.

483. *Appointment to substantive capacity—Register of substantive appointment—Maintenance of.*—Subject to the provisions of rules 9 and 35 (*a*) of the Tamil Nadu State and Subordinate Service Rules, an approved probationer shall be appointed to be a full member of the service in the class or category for which he was selected at the earliest possible opportunity in any substantive vacancy, which may exist or arise in the permanent cadres of such class or category and if such vacancy existed from a date previous to the issue of the order of appointment, he may be so appointed with retrospective effect from the date,

or as the case may be from any subsequent date from which he was continuously on duty as a member of the service in such class or category or in a higher class or category:

Provided that where more than one approved probationer is available for appointment as full member the senior most approved probationer shall be appointed.

Explanation.—For the purposes of this sub-rule an approved probationer who has been on leave during the period of his probation or after such period shall be deemed to be on duty as a member of the service in the class or category concerned, if he would have been on duty in such class or category in a higher class or category but for his absence on leave.

Where appointment to any service, class or category is according to rules normally both by direct recruitment and by transfer, vacancies against which persons have been recruited direct shall be regarded as a distinct group while all the other vacancies shall be regarded as another distinct group, and appointment of full members in accordance with sub-rule (*a*) shall be made separately in each of these groups. No person shall at the same time be a full member of more than one service.

A full member of one service, who is appointed to be a full member of another service, shall cease to be a permanent member of the former service.

A Register of Substantive Appointments prescribed in G.O. Ms. No. 839, Public (Services-C), dated 11th April 1968 should be maintained, in the format given below:—

REGISTER OF SUBSTANTIVE APPOINTMENTS.

Serial number (This column should contain a refernce to such orders, etc. as would enable the identification of the post.	*Name of person holding it substrantively.*	*Date of super annuation of the incumbent in column (2).*	*Date of confirmation of the incumbent in column (2) in any other category.*	*Remarks (see note below.*
(1)	(2)	(3)	(4)	(5)

Note.—This column " Remarks " should contain reference to following among others :—

(*a*) On the date either of the events in column (2) or (3) occurs, the vacancy in column (1) will be taken as a fresh post and take into column (1) with a fresh serial number after the last entry on date. The fresh serial numbers should be entered in the remarks column against the previous entry relating to this post.

(*b*) The current number and date of the case in which action is initiated for substantively filling up the vacancy arising out of coumn (3) or (4).

(*c*) Action should be taken immediately to fill up the substantive vacancy, that becomes available in any other post by the confirmation of an individual in column (1) current number in which action is taken or the fact is intimated to the concerned authority should be noted.

The sections dealing with *one unit scheme* in the Secretariat shall make substantive appointment to the categories under their purview and shall maintain the *Register of Substantive appointment to each category.* The Register shall be submitted to the *Under Secretary/Deputy Secretary concerned once a quarter* who shall ensure that action is taken by the sections concerned to fill up substantive vacancies in each category that arise due to retirement, death or sanction for permanent posts. They shall also ensure that there is no backlog in filling up the substantive vacancies.

Each Office Procedure section of Department of Secretariat shall maintain a separate Register of Substantive Appointments to the posts of Record Clerks, Office Assistants, etc., which are under their purview. The Under Secretary/Deputy Secretary of the Office Procedure section concerned shall take timely action to fill up the substantive vacancies under his control.

484. *Advancement to Selection Grade/Special Grade Posts in various services under Heads of Departments/Departments of Secretariat—Revised Guidelines to be followed with effect from the 10th June 1985—Procedures—*

(i) For advancement to Selection Grade/Special Grade, all employees who have put in 10/20 years of satisfactory service and who satisfy all the qualifications prescribed under the Special Rules/Ad hoc Rules prescribed for promotion to the higher post shall be eligible.

(ii) All other normal criteria for promotion to a higher post, viz., seniority, good or satisfactory record of service, the nature of punishment imposed on the employee and the lapses for which the punishments were imposed, the pendency of charges or disciplinary proceedings or enquiry by Director of Vigilance and Anti-Corruption, qualifications/tests prescribed under the Special/Ad hoc Rules for the higher posts, etc., should be followed while moving the employees to the Selection/Special Grade.

(iii) (*a*) For the purpose of advancement to Selection/Special Grade, a panel of all eligible employees, who will be completing ten years/twenty years of service between 1st January to 31st December in a year, shall be prepared before the 15th December of the preceding year and got approved by the appointing authority, in accordance with the guidelines in sub-paragraphs (i) and (ii) above. The actual orders of appointment to Selection/Special Grade of the employees concerned shall be issued immediately after the date on which the individuals complete 10/20 years of service.

(*b*) If an employee, who at the time of preparation of panel does not possess the qualification required but subsequently acquires the qualification before the actual date of completion of 10/20 years of service, the appointing authority shall have the power to include his name in the panel and move him to the Selection/Special Grade.

(*c*) Punishment suffered in between the period of approval of panel and advancement to Selection/Special Grade may be taken due note of by the appointing authorities before actual issue of orders, moving the persons to the Selection/Special Grade.

(iv) A copy of the approved panel of names for advancement to Selection/Special Grade shall be communicated to the employees whose names were considered (including those whose names have not been included in the panel) within a month from the date of the approval of the panel. The person who has not been included in the panel shall be entitled to prefer an appeal to the next higher authority, within two months from the date of receipt of the communication of the panel;

(v) The cases of persons whose names have not been included in the panel, shall be reviewed, while preparing subsequent panels;

(vi) The services rendered in a lower post on other duty should not be taken into account as qualifying service in the higher post for advancement to Selection/Special Grade. The services rendered in an equivalent or higher post on other duty alone should be taken into account for advancement to Selection/Special Grade, to the extent he should have acted in his original post in the parent Department but for his deputation.

(vii) In respect of posts for which the Government are not the appointing authority, the required number of Selection/Special Grade posts can be created and filled up by the appointing authorities themselves keeping in abeyance an equal number of Ordinary/Selection Grade posts. They should, however, send details of posts so created to the Heads of Departments/Secretariat immediately after the posts are so created. In respect of posts for which the Government are the appointing authority, the Heads of Department concerned can create the required number of Selection Grade posts and sanction advancement of employees to them. Heads of the Departments should similarly send the details of posts so created to Government in the administrative departments concerned.

(viii) A senior person in the Ordinary/Selection Category will also be appointed to the Selection/Special Category with effect from the date on which his junior is appointed to the Selection|Special Category even though the senior might not have actually put in the required 10/20 years of service. However, in respect of cases, where junior moves to Selection Grade due to retrospective regularisation from a date earlier than the date of regularisation of their seniors, the seniors should be appointed to Selection|Special Grade only after they have completed 10/20 years of service.

(ix) In respect of the cases referred to in item (viii) above the clarifications and guidelines issued in G.O. Ms. No. 898, Personnel and Administrative Reforms, dated the 23rd September 1983, as modified in Government Letter No. 13841/84-6, Personnel and Administrative Reforms Department, dated 2nd November 1984 shall be scrupulously followed.

(x) The period of ten years in a post will be reckoned from the date of regular appointment but will exclude periods of reversion. Leave other than extraordinary leave without allowances without medical certificate should be taken into account while calculating the 10|20 years period.

(xi) These instructions/guidelines contained in sub-paragraphs (i), (ii) and (iii) (*b*) and (*c*) will not apply to categories for which there are no promotion posts.

The above guidelines issued will take effect from the 10th June 1985 [i.e., date of the G.O. Ms. No. 555, Finance (P.C.), dated the 10th June 1985] Orders already issued, if any, in respect of cases which have arisen for movement to Selection/Special Grade on or after the 10th June 1985 should be reviewed in the light of the fresh guidelines now issued.

The schemes of advancement to higher post under Flexible Complementing Scheme shall continue without any change and cases which have arisen after the 1st October 1984 shall continue to be processed with reference to the guidelines already issued in G.O. Ms. No. 487, Personnel and Administrative Reforms (Per. M), dated the 18th March 1979 and the subsequent instructions thereon. [Authority :—G.O. Ms. No. 68, P. & A.R. (Per. M), dated the 23rd January 1986 read with Government Letter No. 20159/Per. S/86-3, P. & A.R. (Per. S), dated 16th February 1987].

The Office Procedure sections of the concerned Department of Secretariat shall prepare the individual check slips for preparation of panel for advancement to selection grade in respect of the categories under one unit scheme in Annexure II furnished as Appendix XXV of S.O.M. and consult the section dealing with one unit scheme who will consider the claims in Annexure I furnished as Appendix XXV of S.O.M. in respect of particular category and publish the approved list of persons who are eligible for movement to Selection Grade/Special Grade during the year.

In respect of the categories outside the one unit scheme, the concerned Office Procedure section shall prepare and publish the panels as detailed above.

Movement to Selection Grade/Special Grade—Further clarifications.—(i) A Government servant whose name has not been included in a previous panel on account of his not possessing the requisite qualifications at the time of preparation of panel but included subsequently on acquiring the said qualifications can be moved to Selection Grade with effect from the date on which such persons acquire the qualifications.

(ii) An employee, whose name has not been included in the panel even after completing 10 years of service because of pendency of charges and subsequently fully exonerated of all charges can be moved to Selection Grade from the date on which he completes 10 years of service.

(iii) In the case of Government servants who have suffered minor punishments such as 'censure', etc., after detailed examination/enquiry, the appointing authority may have the power of advancing them to Selection Grade with effect from the date on which such persons complete 10 years of service.

(iv) In the case of persons who have not been included in the previous list because of punishments such as stoppage of increments, whether it is with cumulative or without cumulative effect, reduction to a lower stage or to a lower rank but susequently included after the expiry of the said period may be moved to Selection Grade, only with effect from the crucial date of the panel (i.e.) 15th December of that year, in which such persons have been included.

[Government Letter No. 118177/Per. S/86-1, P. & A.R. (Per. S), dated 15th May 1987].

(v) In the case of Government servants who have not acquired the prescribed qualifications for promotion including that of test qualifications, if any and in whose favour rules have been relaxed shall be moved on completion of 10 years of service to Selection Grade only from the date of relaxation. Their pay in the Selection Grade post shall, however, be fixed in the normal course with reference to the pay drawn prior to such appointment and subsequent increment will be regulated after they have put in the required qualifying service of one year for the increment.

[Government Letter No. 61783/Per. S/86-1, P. & A.R. (Per. S), dated 20th April 1987.]

(vi) the service in the Selection Grade of the lower post shall be counted for the Selection Grade in the promoted post subject to the condition that (i) the scales of pay of the Selection Grade post of the lower post is identical to the ordinary grade of the higher post, and (ii) that the concession will be allowed only at the first promotion level. In the case of posts with different grades one who has put in 10 years or more of service in the lower post (e.g. Grade II) shall be advanced to the next higher post (i.e. Grade I) under scheme of Flexible Complementing and one with a Service of 20 years or more be advanced

to Selection Grade of the higher post (i.e. Grade I) wherever it has already been provided. These orders shall take notional effect from 1st October 1984 for the purpose of fixation of pay with monetary benefit from 1st April 1986.

The Check slips prescribed in Government Letter No. 119291/Per. S/86-1, P. & A.R. (Per. S), dated the 3rd September 1986 as given in Appendix XXV may be made use of.

485. *Various Classification of Pensionery benefits available to the Government servants.*—They are:

(1) Retiring Pension (Voluntary and Compulsory).

(2) Invalid Pension.

(3) Compensation Pension.

(1) Retiring Pension (Rule 42 of T.N.P. Rules, 1978)—(A) *Voluntary retirement.*—(i) A Government servant after completing 25 years of qualifying service or 50 years of age may retire voluntarily after giving to the appointing authority a notice in writing atleast three months before the date on which he wishes to retire. However, he cannot withdraw such notice subsequently except with the specific approval of that authority and the withdrawal should be before the date from which he originally wanted to retire.

(ii) Under F.R. 56 (3) (*a*) and (*b*) (i), the Government employees even after completing only 20 years of qualifying service may retire voluntarily with pensionary benefits. In such cases, a Government servant retiring voluntarily with effect from 18th December 1987 under Rule 56 (3) (*a*) or (*b*) (i) of Fundamental Rules, with or without permission, shall be given a weightage not exceeding five years, subject to the condition that the total qualifying service rendered by the Government servant does not in any case exceed 33 years and it does not take him beyond the date of superannuation. The weightage of 5 years shall not be admissible in case of these Government servants, who are compulsorily retired by the Government in Public interest.

[G.O. Ms. No. 1108, P. & A.R. (F.R. III), dated 18th December 1987.]

The three months notice period is to be reckoned from the date of its receipt in the office of the immediate superior if he has to address the appointing authority, through proper channel or the date of receipt in the Office of the Appointing Authority.

[Government Letter No. 748001/79-2, P. & A.R. (F.R. I), dated 3rd November 1979.]

(B) *Compulsory Retirement*—(Rules 42 and 39, T.N.P.R., 1978).—(i) Similarly, the Appointing Authority can order compulsory retirement of a Government servant in Public interest after giving three months notice or three months pay in lieu of such notice at any time after the Government servant has attained the age of fifty years or fifty-five years in the case of Basic servant, as the case may be, or after he has completed thirty years of qualifying service [F.R. 56 (2)].

(ii) In such cases, when the Government servant has been compulsorily retired from service as a penalty he may be granted by the authority competent to impose such penalty, pension or gratuity or both, at a rate not less than 2/3rd of normal pensionary benefits due to him if he retired normally on that date of compulsory retirement.

(2) *Invalid pension* (Rule 36 T.N.P.R. 1978).—This is granted to a person who by physical or mental infirmity, is permanently incapacitated for the Public Service.

The date of effect of retirement will be the date of Medical Certificate, if the Government servant was on duty or the date on which he will return to duty, if he was on leave during the period when Medical Certificate was granted.

If the infirmity is curable and the Government servant refuses to get cured by operation or otherwise, no pension or gratuity need be admitted, if the competent authority decides so on merits.

If the medical authority recommends a less laborious work than the one which he is presently involved, then the Government servant may be appointed to that less laborious work on a lower pay and if he does not accept that post, he can be granted pension.

(3) *Compensation Pension* (*Rule* 38, *T.N.P.R.* 1978).—This is granted to a person who is discharged from service after giving three months notice owing to the abolition of a permanent post, if the Government servant refuses to accept another appointment on such pay as may be offered.

No compensation pension is payable for the period in respect of which he receives pay and allowances in lieu of notice.

Exemption of Pension from attachment.—No pension granted or continued by Government on political considerations, or on account of past services or present infirmities or as a compassionate allowance, and no money due or to become due on account of any such pension or allowance; shall be liable to seizure, attachment or sequestration by process of any Court in British India, at the instance of creditor, for any demand against the pensionary, or in satisfaction of a decree or order of any such Court.

This section applies in British India also to pensions granted or continued, after its separation of Burma from India, by the Government of Burma.

(*Vide* Extract of Act No. 11 of the Pensions Act, 1871—IV. Miscellaneous.)

486. *Preparation of Pension Papers—Role of the Office Procedure/Establishment Section—Duties and Procedure*—(i) *Advance action to be taken.*—It is the duty of the Office Procedure/Establishment section to prepare once in six months, i.e., on 1st January and 1st July, a list of Government servants both Self Drawing as well as non-Self Drawing Officers due to retire on superannuation during the next 18 *months* and shall obtain the following documents from the Government servants due to retire:—

(1) Formal Application form in Form 5 (Copy appended) (Appendix XXVI).

(2) Two specimen signatures duly attested.

(3) Two copies of the passport size photographs of the Government servants.

(4) List of family members with the date of birth in Form 3 (Copy appended) (Appendix XXVII).

(5) Two slips each showing particulars of height and identification.

(6) Surety bond in Form 9.

(7) Nomination for D.C.R.G. in Form A (Appendix XXIX) if it has not already been available in Service Book.

The Head of the Department shall send the above documents along with the Service Book duly verified and ensure against any omission in service verification entries along with a pension calculation sheet in the following form as detailed below: -

(ii) *Pension Proposals—Revised Procedure.*—The pension sanctioning authorities should prepare the Pension calculation sheet of the retiring Government servant in triplicate as in the proforma annexed, certify the sheet at the bottom and pass it on to the audit officer (along with the pension case) who will prepare an additional Fourth Copy as his office copy.

The audit officer while issuing the authorisation, forward one cretified copy of the calculation sheet prepared by the pension sanctioning authorities and accepted by the Audit to each of the following :—

(i) to the pensioner along with the pensioners' half of Pension Payment Order ;

(ii) to the Pension Disbursing Officer; and

(iii) to the Head of the Department.

The Head of the Department, on receipt of the calculation sheet from the Audit Officer should keep it in safe custody after making necessary entries in a register to be maintained for the purpose with proper index.

The above revised procedure shall be effective from 31st May 1986 and that the cases of retirement/deaths (while in service) arising on or after 31st May 1986 shall be covered by this revised procedure.

[*Vide* G.O. Ms. No. 388, Finance (Pen.), dated 13th May 1986.]

PENSION CALCULATION SHEET.

A. Name :

B. Designation of the post from which retired :

C. Ministry/Department/Office last served :

D. Date of birth (in figures and words) :

E. Date of Superannuation/retirement :

F. Rules under which pensionary benefits were settled :

G. Qualifying service for pension indicating separately :—

(i) Addition to qualifying service as for example, under rule 27 of Tamil Nadu Pension Rules, 1978 :

(ii) Period of service not qualifying for pension, with the reasons for not qualifying, indicated against each

H. Emoluments drawn during the last 10 months (along with the Pay Scale) proceeding retirement/superannuation (pay, special pay, deputation allowance, personal pay, dearness pay, interim relief, etc.) :

I. Commutation of average emoluments on which pension fixed. :

J. Total amount of pension and family pension sanctioned :

K. Details of commutation of pension :

(i) Pecentage amount of monthly pension commuted ; and

(ii) Amount of commuted value of pension authorised :

L. Commutation of D.C.R. Gratuity :

M. Amount of DCRG sanctioned :

N. Remarks

(iii) *Long term Advances—Recovery of from Pay.*—The Heads of Department and Departments of Secretariat who are releasing the loans for house building purposes should see that all the recoveries effected from the salary of the employees are accounted for every year in consultation with the Accountant-General. The annual verification reconciling the discrepancy between the books of the Heads of Departments and the books of the Accountant-General should be done without fail and a certificate should be given to the Government servant concerned. Necessary entries should also be made in the Service Book itself so that the Accountant-General need not raise this question again at the time of release of Death-*cum*-Retirement Gratuity.

[*Vide* G.O. Ms. No. 559, Finance (Pension), dated 18th April 1979.]

In respect of Self Drawing Officers, the certificate to be furnished by the Pay and Accounts Officers/Treasury Officers to the Accountant-General every year may be in the following form :

Certificate of deductions for House Building Advance/Motor Car Advance during ....

in respect of Thiru|Thirumathi ....

Voucher number.	*Date of payment*	*Major Head of Account* and sub ac ount number.	*Gross amount of the bill*	*Net amount of the bill*	*Amount deducted.*
(1)	(2)	(3)	(4)	(5)	(6)
			RS.	RS.	RS.

[*Vide* G.O. Ms. No. 569, Finance (Pension), dated 20th August 1981.]

(iv) *Dispensing with the issue of administrative sanction and revised procedure to furnish certificate of No disciplinary case is pending for the grant of Pensionery benefits.*— The procedure of issue of administrative sanction by the competent authorities for the grant of pensionery benefits (viz.), Pension, Family Pension, Death-*cum*-Retirement Gratuity and commutation of pension had been dispensed with. The determination of pension will hereafter be merely a matter of calculation in accordance with the rules and the pension papers may be straightaway submitted to the Accountant-General by the Head of Office|Head of the Department concerned.

However, the issue of administrative sanction for the grant of pensionery benefits is necessary in the following cases:—

(i) Sanction of commutation of pension in cases where reference to Medical Board is necessary.

(ii) Sanction of Provisional Pension|Death-*cum*-Retirement Gratuity by the departmental officer.

(iii) Sanction of Family Pension|Death-*cum*-Retirement Gratuity to the family of employees whose whereabouts are not known.

Consequent on the dispensing with the issue of administrative sanction for the grant of pensionery benefits, the Head of Office|Head of the Department concerned should send, ' No disciplinary case certificate ' to the Accountant-General one month before retirement. If there is any disciplinary case pending against the employee, it shall also be intimated to the Accountant-General one month before retirement.

[G.O. Ms. No. 728, Finance (Pension), dated 17th August 1987.]

(v) *Grant of Family Pension to eligible family member of employees whose whereabouts are not known.*—(i) when an employee disappears leaving his family, the family can be paid in the first instance the amount of salary due, leave encashment due and the amount of General Provident Fund, having regard to the nomination made by the employee.

(ii) After the lapse of a period of one year, other benefits both Death-*cum*-Retirement Gratuity|Family Pension may also be granted to the family.

The above benefits may be sanctioned by the administrative departments of Secretariat after observing the following formalities:—

(i) The family must lodge a report with the concerned Police Station and obtain a report that the employee has not been traced after all efforts has been made by the Police.

(ii) An Indemnity Bond should be taken from the nominee|dependents of the employees that all payments will be adjusted against the payments due to the employee in case he appears on the scene and makes any claim.

These orders shall take effect from the 4th June 1987.

The above orders will also apply to the staff of local bodies and aided teaching institutions.

[G.O. Ms. No. 478, Finance (Pension), dated 4th June 1987.]

487. *The main points to be kept in mind by the Office Procedure|Establishment section while processing the pension proposals* :—

(i) All Government Servants whether temporary or permanent are eligible for pensionery benefits subject to the conditions prescribed in Tamil Nadu Pension Rules, 1978, as amended from time to time and as briefly indicated hereinafter :

(i) Pension or Service Gratuity ;

(ii) Death-*cum*-Retirement Gratuity ; Death Gratuity ;

(iii) Family Pension.

(*a*) *Pension.*—Pension payable to a retired Government servant on attaining the age of superannuation viz. the age of 58 years and subject to the condition that he has put in a minimum qualifying service of 10 years or 20 completed half years.

A Government servant is eligible for full pension at the time of retirement on superannuation viz. 50 per cent of the 10 months average emoluments of full pay plus the D.A. and A.D.A. actually drawn by him during the 10 months period prior to retirement.

The pay includes the Pay, Special Pay, Personal Pay as defined under F.R. and any other emoluments defined as pay by Government for calculation of pensionery benefits. If any Government servant has put in less than 33 years of qualifying service he will be eligible for proportionate pension with effect from 1st October 1984. There is no maximum limit for the pension payable to a retired Government servant.

(*b*) *Service Gratuity*.—In cases of Government servants who retire from service and whose total qualifying service is less than 20 completed half years, they will be eligible only for lumpsum payment of "*Service Gratuity*" in lieu of pension as per the graded scale indicated in "List A"—Gratuity under Rule 43 (1) of Tamil Nadu Pension Rules.

With effect from 14th December 1987, the Service Gratuity for qualifying service of less than 10 years shall be calculated at an uniform rate of half months emoluments for every completed six months period of service instead of at the rates specified in the table under sub-rule (1) of Rule 43 of Tamil Nadu Pension Rules 1978 as mentioned above.

[G.O. Ms. No. 1030, Finance (Pension), dated 14th December 1987.]

I. *Calculation of Qualifying Service-Procedure*.—The main condition for calculation of qualifying service for pensionery benefits is governed by the following two factors :

(1) The service should be under Government, and

(2) The service should be paid by Government.

In order to satisfy the above conditions the proper maintenance of Service Books and provision of necessary certificates regarding Annual verification of services with reference to pay bills by the Pay Drawing Officers is absolutely essential.

In respect of Government servants who have been placed on foreign service the foreign employer shall pay the pension and leave salary for Government servants during the period spent on Foreign service. The Office Procedure section shall verify whether necessary certificates to the effet has been provided by the Audit Office in the Service Book of the Government servant concerned regarding the prompt payment of pension and leave salary contributions by the foreign employer soon after the Government servant is reverted to the parent department, so that this shall not create delay while finalising pension at a later date.

The Gross qualifying service of a Government servant can be arrived at by deducting the *date of entry in Government service* (whether temporary or *regular*) *from the due date of retirement on superannuation.*

From the Gross qualifying service the *following which will not count for qualifying service,* shall be deducted to find out the *net qualifying* service:

(1) Boy service (Service prior to completion of 18 years) (Rule 11 of T.N.P.R., 1978).

(2) Extra-ordinary leave without Medical Certificate (Rule 18 of T.N.P.R., 1978).

(3) Suspension period treated as substantive punishment (Rule 20 of T.N.P.R., 1978).

(4) Over stayal of joining time not regulated (Rule 24 of T.N.P.R., 1978 and Rule 108 of P.R.).

The balance is the net qualifying service and it shall be expressed in terms of completed half yearly periods. A fraction of 3 months and above shall be treated as one completed half year. For example :—

	Y	M	D	
(i)	30	2	29	is 60 half years
(ii)	30	3	00	is 61 half years
(iii)	30	6	00	is 61 half years

[Rule 43 (3) of T.N.P.R., 1978.]

II. *Calculation of average emoluments*—First of all emoluments means (i) Pay, (ii) Special Pay, (iii) Personal Pay, (iv) Dearness Pay and (v) any other remuneration specifically classed as emoluments by the Government.

(*Vide* Rule 30 of T.N.P.R. 1978.)

In case of Government servants retiring on or before 1*st October* 1987 the Dearness Allowance sanctioned upto 3th September 1987 shall be treated as Dearness Pay for the purpose of pensionery benefits, *viz.* Pension, Family Pension and D.C.R.G.

Both Dearness Allowance sanctioned upto 30*th September* 1987 and the Additional Dearness Allowance sanctioned as on 30*th September* 1987 shall be reckoned as Dearness Pay for purpose of pensionery benefits for those who retire with effect from 1*st October* 1987.

[G.O. Ms. No. 371, Finance (Pension), dated 30th April 1986, as amended in Government letter No. 70707A|Pension|86-1, dated 8th July 1986 and Government Letter No. 78096|Pension|87-1 Finance (Pension), dated 13th July 1987.]

(1) "*Average emoluments*" means the average of monthly emoluments actually drawn during the last 10 months of service before retirement. If during this period, a Government servant was on Extra-ordinary leave or on suspension treated as such, then the period of calculation of 10 months shall be advanced to arrive at a total period of 10 months.

(2) It will therefore be seen that only amounts actually drawn during last 10 months have to be taken into account and not any amount which was not actually drawn. But, there are some exceptions (*vide* Notes under Rule 30 and 31 of T.N.P.R., 1978*)*;

They are as follows (Not exhaustive) :—

(i) Instead of the actual leave salary drawn during earned leave or Half-pay leave etc. the duty pay which he would have drawn but for his going on leave.

(ii) *The increment which accured during the earned leave* or less than 120 days or the first 120 days of earned leave, if the total earned leave taken at a time exceeded 120 days, *though not actually drawn, will be treated as having* been drawn and included in the calculation of Average emoluments.

(iii) Pay drawn in foreign service cannot be considered as "Emoluments" for purpose of calculating pensionery benefits. Only the pay which he would have drawn in Government service but for his going on Foreign service will count.

(Note 7 under Rule 30 of T.N.P.R., 1978.)

(iv) But, pay drawn in a tenure post will count subject to the two conditions, viz., (i) it is paid by the Government and (ii) the service in a tenure post does not qualify for additional pension.

(c) *Death-cum-Retirement Gratuity*.—This is calculated at 1|4 of the *last emoluments drawn* for each completed half year of service subject to a maximum of 16½ times of the last emoluments drawn and subject to a maximum of Rs. 60,000.

[Rule 45 (i) (*a*) of T.N.P.R., 1978 amended from time to time and read with G.O. Ms. No. 1030, Finance (Pension), dated 14th December 1987.]

(*d*) *Death Gratuity*.—In the event of death in harness on or after 14th December 1987, the Death Gratuity shall be paid at the following rates:—

Length of service.	*Rate of Gratuity.*
(i) Less than one year	Two times of monthly emoluments.
(ii) One year or more but less than five-years	Six times of monthly emoluments
(iii) Five years or more but less than twenty years	Twelve times of monthly emoluments.
(iv) Twenty years or more	Half of monthly emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of monthly emoluments provided that the amount of Death Gratuity shall in no case exceed Rs. 60,000

[G.O. Ms. No. 1010, Finance (Pension), dated 14th December 1987.]

Payment of Interest on delayed payment of D.C.R.G.—An interest of eight per cent per annum shall be paid on Gratuity remaining unpaid for more than two months from the date of retirement. This order apply to all those Government servants who retired on or after the 1st January 1984. For calculation of interest, fraction of a month shall be ignored.

The pension sanctioning authority shall keep a record of such interest payments and fix responsibility for the delay on the persons concerned and send a report to Government in the Finance Department.

The expenditure on payment of interest shall be debited to the same head of account to which the gratuity is debited.

[G.O. Ms. No. 1475, Finance (Pension), dated 23rd November 1973.]

Payment of interest on delayed payment of D.C.R.G.—Authorisation of A.G.—Not necessary.—For payment of interest on delayed payment of D.C.R.G. no specific authorisation from the A.G. is necessary. On the strength of sanction accorded by the Departments of Secretariat, interest may be worked out by the concerned Department and a bill presented to the Pay and Accounts Officer|Treasury for the drawal and payment to the pensioners.

(Government Letter No. 103354|Pension|87-2, dated the 7th September 1987.)

Death-cum-Retirement Gratuity-Mode of payment when the Government servant dies while in service.—The D.C.R.G. of a Government Servant, who dies while in service shall be paid to the family of the Government servant, as

per, the valid nomination filed by the deceased Government servant. The Government servant may nominate anybody from the list of 11 categories defined as 'family' under Rule 45 (6) of Tamil Nadu Pension Rules:—

For the purposes of this rule and rules 46, 47 and 48 'family' in relation to a Government servant means—

(i) wife or wives including judicially separated wife or wives in the case of male Government servant;

(ii) husband, including judicially separated husband, in the case of a female Government servant ;

(iii) sons including step sons and adopted sons;

(iv) unmarried daughters including step daughters and adopted daughters ;

(v) widowed daughters including step daughters and adopted daughters ;

(vi) father including adoptive parents in case of individuals whose personal law permits adoption ;

(vii) mother including adoptive parents in the case of individuals whose personal law permits adoption ;

(viii) brothers below the age of eighteen years including step brothers ;

(ix) unmarried sisters and widowed sisters including step sisters ;

(x) married daughters, and

(xi) children of pre-deceased son ;

[Rule 45 (6) of Tamil Nadu Pension Rules.]

While nominating the persons for D.C.R.G. the Government servant shall also indicate the share payable to each nominee and also the alternate nominee to whom the shares of the first nominee shall pass on if he|she pre-deceased. If the Government servant acquires any additional member in his family, he shall file a revised nomination in the prescribed form.

PAYMENT OF D.C.R.G. TO THE FAMILY OF A GOVERNMENT SERVANT WHO DIES WHILE IN SERVICE OF THERE IS NO VALID NOMINATION.

Persons to whom gratuity is payable.—(1) (*a*) The gratuity payable under rule 45 shall be paid to the person or persons on whom the right to receive the gratuity is conferred by means of a nomination under rule 48 :

(*b*) If there is no such nomination or if the nomination made does not subsist, the gratuity shall be paid in the manner, indicated below :—

(i) if there are one or more surviving members of the family as in clauses (i), (ii), (iii) and (iv) of sub-rule (6) of rule 45 to all such members in equal shares ;

(ii) if there are no such surviving members of the family as in sub-clause (1) above, but there are one or more members as in clauses (v), (vi), (vii), (viii), (ix), (x) and (xi) of sub-rule (6) of rule 45 to all such members in equal shares.

[Rule 51 (1) of Tamil Nadu Pension Rules.]

(2) If a Government servant dies after retirement without receiving the gratuity admissible under sub-rule (1) of the rule 45, the gratuity shall be disbursed to the family in the manner indicated in sub-rule (1).

(3) The right of a female member of the family, or that of a brother, of a Government servant who dies while in service or after retirement, to receive the share of gratuity shall not be affected if a female member marries or remarries, or the brother attains the age of eighteen years after the death of the Government servant and before receiving her or his share of gratuity.

(4) Where gratuity is granted under rule 45 to a minor member of the family of the deceased Government servant it shall be payable to the guardian on behalf of the minor.

[Tamil Nadu Pension Rules (46).]

Special Provisions.

As per Hindu Law the mother is the natural guardian of a minor child. For others a guardianship certificate to be obtained from the competent authority.

(Hindu Minority and Guardiance Act of 1955.)

As the adopted sons or daughters of an unmarried Government servants, who is governed by the Hindu Adoption Succession Act, are deemed to be the legal sons or daughters of the unmarried Government servant, they are also eligible to the family pension, Death-*cum*-Retirement Gratuity payable to the family of the unmarried Government servant who dies while in service.

[Government Memo. No. 6774|Pen.|77-5, Finance (Pension), dated 18th May 1977.]

488. *Family Pension—Mode of payment.*—Family Pension is sanctioned to the family of a Government servant. The Family Pension of a Government servant on retirement from service is fixed by Accountant-General and indicated in the Pension Payment Order as per the list of family members furnished in Form 3 along with the Pension Application in Form 5.

The Family Pension is paid at an uniform rate of 30 per cent of the Pay last drawn, subject to a minimum of Rs. 235 per mensem and a maximum of Rs. 1,000.

[G.O. Ms. No. 1030, Finance (Pension), dated 14th December 1987.]

In the event of death of a Government servant who dies while in service, his family is eligible for payment of family pension if he had put in at least one year of regular service. The Office Procedure section shall ensure that the Government servant who died while in service had put in at least one year of regular service at the time of his death.

In the event of death in harness, if the deceased Government servant had put in seven years of qualifying service the time of his death, then the family is eligible for enhanced rate of family pension indicated below for a limited period of seven years from the date of death or up to the date of superannuation, if he remained alive, whichever is less, and thereafter the normal rate of family pension.

Enhanced rate—

(i) half of the emoluments last drawn, or

(ii) twice the normal Family Pension; or

(iii) Rs. 800 whichever is less (prior to 14th December 1987) and Rs. 1,000 whichever is less with effect from 14th December 1987.

[G.O. Ms. No. 562, Finance (Pay Cell), dated 10th June 1985, read with G.O. Ms. No. 1030, Finance (Pension), dated 14th December 1987.]

489. *Mode of payment of Family Pension to the family of a Government servant, who dies while in service—Procedure and special provisions.*—In the event of death while in service the family of the deceased Government servant, has to apply for Family Pension in Form 17 (copy enclosed) (*vide* Appendix XXVI) along with the legal heirship certificate and the death certificate of the Government servant through the office in which the Government servant was last working.

As per the Tamil Nadu Family Pension Rules now in force, there is no nomination for family pension. Every application for family pension, in the event of death while in Government service shall contain the legal heirship certificate issued by the competent authority.

Members to whom Family Pension shall be paid.—The family pension shall be paid to the family of the Government servant, one at a time, in the following order:—

(1) Wife or husband ;

(2) Sons who have not completed 21 years of age.

(3) Unmarried daughters who have not completed 24 years of age.

The period for which family pension payable is as follows:—

(i) in the case of a widow or widower up to the date of death or remarriage, whichever is earlier;

(ii) in the case of a son, until he attains the age of twenty-one years; and

(iii) in the case of an unmarried daughter, until she attains the age of twenty-four years or until she gets married whichever is earlier;

[Rule 49 (6) of Tamil Nadu Pension Rule.]

The posthumous child of a deceased Government servant is also entitled to the pensionary benefits due to the dependents of the deceased Government servant.

If the son or daughter of Government servant is suffering from any disorder or disability of mind or is physically crippled or disabled so as to render him or her unable to earn a living even after attaining the age of 21 years in the case of the son and 24 years in the case of the daughter, the family pension shall be payable to such son or daughter for life through the guardian as if he or she is a minor subject to the conditions prescribed under proviso to Rules 49 (6) of Tamil Nadu Pension Rules.

How the Family Pension is paid when there is more than one wife of a deceased Government servant—

If there are more than one wife of a deceased Government servant, then the family pension shall be paid to them in equal shares.

[*Vide* Rule 49 (7) (a) (i) of Tamil Nadu Pension Rule.]

If there is one wife living and having eligible children from another wife (predeceased) is also there at the time of sanction of family pension, then the share of the deceased wife shall pass on to her living eligible children and the another wife will get her share only. In the event of the death of the second wife, her share will pass on to her eligible children.

[*Vide* Rule 49 (7) (*b*) of Tamil Nadu Pension Rule].

If there is more than one eligible son, the family pension shall be first paid to the eldest eligible son. In the event of his becoming ineligible (i.e.) attains the age of 21, it will pass on to the next son. If all the sons are exhausted, the family pension shall pass on to the unmarried daughters who have not attained the age of 24, in the order of seniority.

The share of family pension fixed for one wife in the event of her death or remarriage shall pass on to other eligible recipient as mentioned above. After exhausting all the alternative members it shall lapse to Government and shall not be transferred to the another wife or her eligible children.

[Rule 49 (7) (*a*) and (*b*) of Tamil Nadu Pension Rule.]

If the deceased Government servant had one living wife and her eligible children and the children from other wife (who pre-deceased), who are not eligible for family pension (i.e.), they have crossed the age-limit, etc., then the *family pension in full shall be paid to the living wife.*

Cases in which "Non-Marriage" Certificate has to be obtained annually.—The Family Pension shall be paid to the husband or wife of the deceased Government servant till they get remarried. In the event of their remarriage, the family pension shall pass on to the next eligible sons or daughters. For this purpose, the pension disbursing authority, viz., the Treasury Officer or Pension Pay Officer, shall obtain a non-remarriage certificate from the family pensioners annually.

Family pension in the case of unmarried Government servant.—If an unmarried Government servant dies while in service, the family pension shall be payable to the dependent father or dependent mother as the case may be in the order of seniority. The parents of the deceased Government servant shall furnish a declaration that they are wholly dependent on the deceased Government servant.

How to settle the claims of a Government servant when he is reported to be absconding.—As per sections 107 and 108 of the Indian Evidence Act any person absconding for more than seven years deemed to have been dead for all practical purposes. Hence, the claims of any Government servant absconding or whose whereabouts are not known for more than seven years can be made and paid to his family members|legal heirs of that Government servant after notifying the fact and completing the legal formalities. *The above period has since been reduced to one year.*

[*Vide* G.O. Ms. No. 478, Finance (Pension), dated 4th June 1987.]

Preparation of a calculation sheet for family pension in the case of death in harness.—The pension sanctioning authorities should also prepare the calculation sheet in respect of death in harness cases. The calculation sheet should be prepared in quadruplicate as in the following proforma and forwarded to the audit officer (along with Family Pension case) who will certify all the four copies

The audit officer while issuing the authorisation, after retaining one copy of calculation sheet as office copy along with family pension file of the deceased Government servant concerned, shall forward the remaining three certified copies of the calculation sheet each to the following:—

(i) to the Family Pensioner;

(ii) to the Pension Disbursing Officer;

(iii) to the Head of the Department;

The Head of the department, on receipt of the calculation sheet from the Audit Officer should keep it in safe custody after making necessary entries in the Register to be maintained for that purpose, with proper index.

[G.O. Ms. No. 405, Finance (Pension), dated 12th May 1987.]

PRO FORMA.

Family Pension Calculation Sheet.

1. Name of the Government Servant ..
2. Designation of the post held at the time of death ..
3. Office|Department last served ..
4. Date of birth (in figures and words) ..
5. Date of death ..
6. Rules under which family pension (including D.C.R.G.) was settled ..
7. Qualifying service ..
8. Period of service not qualifying for F.P. with reasons for not qualifying indicating each ..
9. Emoluments taken into account for calculation of Family Pension|D.C.R.G. ..
10. Enhanced rate of family pension and the period.
11. Ordinary rates of family pension and the date from which it is payable ..
12. Names and relationship of the family members of the deceased to whom family pension sanctioned .. ..
13. Amounts of D.C.R.G. sanctioned ..
14. Whether nomination for D.C.R.G. is available .. .. ..
15. If so, the details of nominee and their relationship to the deceased Government servants ..

490. *Payments that shall be made on the next working day following the date of retirement of a Government servant.*—(1) *Special provident fund-cum-gratuity.*—The Government have issued orders in their letter No. 155780| Pen|87, Finance (Pension), Department, dated the 2nd January 1987, to stop the recovery of subscription towards this fund one month before the date of retirement (i.e.) there will not be any recovery for the month in which the Government servant is to retire. The Head of the Office

should therefore work out the amount payable to the retiring employee under this fund immediately after the last recovery is made, sanction the payment, draw the amount in cash or by cheque, from the Treasury or Pay and Accounts Officer, as the case may be and hand it over to the retiring Government employee on the next working day following the date of retirement. In case of self-drawing officers, the Head of Office should obtain the particulars of amount recovered from the Treasury Office|Sub-Treasury Office|Pay and Accounts Office|Sub-Pay and Accounts Office concerned immediately on the recovery to this fund is stopped and issue sanction orders in which it should be clearly indicated that this amount is payable on or after the last working day of the month in which the officer is retiring.

(2) *Final withdrawal from General Provident Fund.*—Under rule 33 of General Provident Fund Rules, the subscriber to the fund should submit his|her application for the final withdrawal from this fund one year before the date of his|her retirement. The Accountant-General shall issue authorisation for the payment of first instalment of final withdrawal one month before the date of retirement but made payable on the last working day of the month in which the Government servant is to retire. The Head of the Office should ensure that the applications for final withdrawals are obtained and forwarded to the Accountant-General in time as contemplated in the rules, watch the receipt of the authorisation for payment of final withdrawal and take expeditious action to get the authorisation from the Accountant-General before the retirement of the Government servant. The Head of the office should draw the amount on the last working day of the month and disburse it to retiring employee on the next working day following the date of retirement.

(3) *Encashment of Earned Leave—At the credit of the retiring Government servant.*—Under 86 (*a*) Tamil Nadu Leave Rules a retiring Government servant need not submit any application for encashment of earned leave at his|her credit on the date of retirement. The leave sanctioning authority should sanction encashment *suo moto*. The Head of Office|Leave sanctioning authority should assess the leave eligibility immediately on the afternoon of the last working day, sanction the encashment, draw the amount from the Treasury| Pay and Accounts office as the case may be on the next working day following the date of retirement and disburse the amount to the retired employee on that day.

(4) In case of non-self drawing officers the cheques are issued to the Heads of office, who may arrange to make the payment personally. In respect of self-drawing officers, the officers themselves may draw these amounts from the Treasury|Pay and Accounts Office.

The Heads of office shall take earnest efforts to see that the payments are made to the retiring employees on the next working day following the date of retirement of the Government employees and also to hand over the orders sanctioning pension and gratuity to the retired employees on that day.

[*Vide* D.O. Letter No. 25478|PGC|87-1, P. & A.R. (P.G.C.) Department, dated the 14th May 1987.]

491. *Provision of Immediate relief to the families of Government servants who die while in service*—(1) *Procedure.*—The families of all Government servants including 'A' and 'B' Group Officers in permanent or temporary employment (excluding casual and daily rated staff) who die while in service (whether on duty or on leave with or without pay) shall be eligible for immediate relief in the

form of an advance equal to three months' pay of the deceased or Rs. 1,000 *whichever is less.* The Heads of Departments|Heads of Offices are authorised to sanction the advance. The advance should be adjusted against the arrears of salary due, Death-cum-Retirement Gratuity, Provident Fund accumulations or any other payments due to the deceased as soon as possible and, in any case within six months from the date of sanction. Where the advance cannot be so adjusted for the reason that it is more than the payments due to the deceased under the rules, the balance remaining to be so adjusted should be adjusted from the lumpsum amount of Rs. 20,000 payable to the family of the Government employee who dies while in service under the Tamil Nadu Government Servants' Family Benefit Fund Scheme.

(2) In the case of a Government servant who was eligible for the benefits of the Tamil Nadu Liberalised Pension Rules, 1960, the payment of advance should be made only to the person or persons nominated by him or otherwise eligible (i.e., where there is nomination) to receive the Death-*cum*-Retirement Gratuity in the same proportion as they are entitled to. In the case of a Government servant who was not eligible for the benefits of Tamil Nadu Liberalised Pension Rules, 1960, but was a subscriber to the Contributory Provident Fund (Tamil Nadu) or the General Provident Fund (Tamil Nadu), payment should be made to the person or persons nominated by him in the same proportion as they are entitled to the Provident Fund amount as specified in the nomination. In cases, where no nomination has been made and there is a family, the payment should be made to the person or persons entitled to receive the amount under Rule 25 (i) (*b*) of the Contributory Provident Fund Rules (Tamil Nadu) or Rule 30 (i) (*b*) of the General Provident Fund Rules (Tamil Nadu) as the case may, and in cases where there is no family the payment should be made to the person or persons entitled to the amount under the Provident Fund Act, 1925.

(3) In all cases, an undertaking should be taken from the person or persons concerned, before the payment is made, that he|she|they agree to the amount being deducted from the Death-*cum*-Retirement Gratuity or the Contributory Provident Fund amount or the General Provident Fund amount or the Death Gratuity admissible under ruling 5 to rule 4 of the Tamil Nadu Liberalised Pension Rules, 1960, ultimately payable to him|her|them.

4. The advance shall be debited to "850. Civil Advance—AC. Other Advance—AM. Advance to family of Government servant who dies while in service." The sanction order communicated by the Head of Department|Head of office to the Accountant-General should contain the following particulars: —

(4) The advance shall be debited to "850 Civil Advance—AC. Other Groups--A, B, C & D).

2. Designation and office in which the person has been last working.

3. Last Pay drawn (permanent or officiating).

4. Amount of advance sanctioned.

5. Provident Fund account number.

6. Name of the Payee.

(5) As it is important to provide the relief in time, the Heads of Department|Officers shall be empowered to use for this purpose the imprest or other resources available with them. If the imprest or other resources are not sufficient to cover the payment, the Head of Department|Office should draw, the amount from the Treasury in Tamil Nadu Treasury Code Form 40. The fact of payment in this behalf should be made in the Last Pay Certificate sent to the Accountant-General with the papers relating to the Death-*cum*-Retirement Gratuity and similar other payments. In cases where submission of Last Pay Certificate has been dispensed with the fact of payment of the advance should be indicated in the "No demand certificate" or in the pension application or in the letter forwarding the pension application or in the letter forwarding the pension papers to the Accountant-General.

[G.O. Ms. No. 355, Finance (Pension), dated 8th February 1978
and
Article 242-C of T.N.F.C. Volume I, read with Memo. No. 133198|Codes-II|73-23, Finance, dated 21st October 1975.]

492. *Sanction and Disbursement of Family Benefit Fund amount to the family of a deceased Government Servant—Procedure.*—The Office Procedure|Establishment section shall sanction and disburse the Family Benefit Fund amount Rs. 20,000 to the family of the Government servant as per the instructions contained under the Tamil Nadu Government Servants' Family Benefit Fund Scheme.

The payment under Family Benefit Fund Scheme should not be adjusted towards the dues of the deceased Government servant but should be paid in full to the nominee|Legal heir after deducting the advance, if any, already paid out of the lump sum amount.

The Office Procedure sections shall maintain the registers prescribed under the Tamil Nadu Government servants Family Benefit Fund Scheme regarding the sanctions|payments made under the scheme and submit the same to the Head of the Department.

493. *Tamil Nadu Government Employees Special Provident Fund-cum-Gratuity Scheme.*—As per the "Tamil Nadu Government Employees Special Provident Fund-*cum*-Gratuity Rules" which has come into force with effect from 1st April 1984, a monthly subscription of Rs. 20 per mensem shall be recovered towards the scheme from his pay for the month of April 1984 or the first month pay drawn on his entry into service in respect of persons who entered into service thereafter. The recoveries will be effected from the pay of the Government servant till he attains the age of superannuation or up to 148 monthly instalments only, whichever is earlier.

Necessary entries shall be made in the Service Book regarding the option exercised by the employees to come under the scheme when the date of commencement of the first recovery. The instalments shall be shown as 1|148, 2|148 and so on in the Pay bills. The Under Secretary (O.P.) concerned shall ensure that the recoveries made under the scheme shall be recorded in a separate pass book attached to the Service Book of the individual in the following format by the concerned Bills section promptly. Sufficient pages shall be provided to record the recoveries to be made in 148 instalments.

FORMAT.

Name of the subscriber:

Designation:

Total number of instalments to be recovered: 148

Name of Office/Department.	*Month and Year.*	*Number of instalments.*	*Gross amount of the Bill.*	*Net amount of the Bill.*	*Month & Year in which recovered.*	*Token No. & date of Establishment Pay Bill*	*Initials of pay drawing officer*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
			Rs.	Rs.			

Whenever the individual is transferred from one Department to another, all the particulars regarding the recoveries made shall be duly filled in before the pass-book along with the Service Book is transferred to the other Department. The Bills section of the Department where the Government servant is transferred shall also verify whether the entries are promptly made in the Service Book.

The Department concerned shall sanction and disburse the amount with interest accumulated under the scheme, to a Government servant at the time of his retirement with a Government contribution of Rs. 5,000 as per the payment table provided by Government under the Scheme.

In the event of death of a Government servant while in service the amount recovered with interest *minus* the Government contribution of Rs. 5,000 shall be paid to the nominees as per the nomination filed by the Government servant under the scheme.

*Tamil Nadu Special Provident Fund-*cum*-Gratuity Scheme—Dues of Government servants—Not to be recovered.*—Payments under the Tamil Nadu Government Employees Special Provident Fund-*cum*-Gratuity Scheme including Government contribution should not be adjusted towards dues of the Government servants but should be paid in full to the beneficiary.

[*Vide* G.O. Ms. No. 864, Finance (Pen.), dated 13th October 1987.]

CHAPTER XXI.

BILLS/CASH SECTIONS IN THE DEPARTMENTS OF SECRETARIAT.

494. *General.*—Each Department of the Secretariat has a Bills section to deal with matters relating to preparation of bills in respect of its officers and staff, and presentation of bills to the Pay and Accounts Office, Secretariat, encashment of the passed bills and disbursements of these amounts. The various register prescribed under the Tamil Nadu Financial Code and the Tamil Nadu Treasury Code are maintained in the Bills section.

The Bills section is headed by a Section Officer, who is the Drawing Officer in respect of the entire department, except the self drawing officers. The Under Secretary to Government, in charge of the Establishment, is the pay disbursing officer for the entire Department, except the self drawing officers. In respect of the Public Department the Section Officer (Cash) is the Drawing Officer for that department.

495. *Preparation of Bills.*—The Bills section prepares the pay bills and travelling allowance bills of the self drawing officers and other staff members of the department. The Bills section of the Public department prepares the pay bills of the Ministers and their personal staff, besides those of the officers and staff members of the Public department.

The establishment pay bills (pay bills of non-self Drawing Staff) are prepared by the Bills section on the basis of the information furnished by the Establishment section of the department by about the middle of each month showing the vacancies during the month and the names of the persons filling them.

In order to ensure that the pay bills are correctly prepared, the Establishment sections of the department will send to the Bills section the particulars of office arrangements relating to leave, other duty, substitute, etc.

NOTE.—The Travelling Allowance Bills of Ministers and their staff are prepared by the Personal Assistants to the Ministers concerned. The Bills of Ministers are presented at the Pay and Accounts Office, Secretariat through the Bills section of the Public Department and the office copies of the bills of Ministers are retained by the Personal Assistant. The Travelling Allowances bills of the staff of the Ministers are checked by the Bills section of the Public Department and put up to Under Secretary, Public Department for counter signature. The bills are encashed by the Bills section of the Public Department and paid to the staff members. The office copy of the bills is retained in the Bills section of the Public Department.

The Indian Airlines bills in respect of journey for which Exchange orders are used for obtaining tickets on credit basis are settled by the following codal authorities on the consolidated monthly claims prepared by the Indian Airlines against each Code Number:—

Code No.	*Codal Controlling Authority.*	*Head of account.*
(1)	(2)	(3)
4448120	Public Department.	2013—00—Council of Ministers—108—Tour expenses——AB. Settlement of Air Travel expenses incurred by the Chief Minister and other Ministers—(D. P. C. 2013 00 108 AB 0001)

4448812	Public Department.	2052 — Secretariat G. S. 090 Secretaria -I. Non-Plan-BF. Settlement of Air Travel expenses incurred by the Personnel staff of Ministers and officers of the Public Department (2052 00090 BF. 0004)
444826	Finance Department	2052 – Secretariat — GS.— 090. Secretariat—I. Non—Plan—BG. Settlement of Air Travel Expenses incurred by the departments under the Codal Control of Finance Department, (DPC. 2052 00 090 BG 0002.)

496. *Presentation of pay bills, etc., at Pay and Accounts Office, Secretariat* sanctioned to the officers and staff of the Departments and for withdrawals from provident funds.

496. *Presentation of pay bills, etc., at Pay and Accounts Office, Secretariat—Procedure.*—The Section Officer (Bills) is responsible for the preparation and presentation of the bills in proper T.N.T.C. forms with required certificates, vouchers and enclosures, etc., to the Pay and Accounts Office, Secretariat, to claims all sums required to meet the pay, travelling allowances, etc., of the officers and menbers of the staff working in the respective Department of Secretariat *either by way of advances or as final payments.* The Section Officer (Cash) of the Public Department is responsible to make proper claims in respect of the staff working under Ministers besides the officers and staff members working in the Public Department.

The Bills Section shall maintain two separate Token Registers in *T.N.T.C.* 70 form, one in respect of Self Drawing Officers and the others in respect of Non-Self Drawing staff of the Department, to present the bills in the Pay and Accounts Office, Secretariat. The Section Officer (Bills) shall arrange to present the bills at the Pay and Accounts Office, Secretariat, in two batches daily, one before 11-00 a.m. and the other before 1-00 p.m. The Section Officer (Cash), Public Department shall arrange to present the bills in respect of that department. The messenger, viz., the Record Clerk or Office Assistant through whom the bills are sent to Pay and Accounts Office for presentation shall present the bills with the concerned token register (T.N.T.C. 70) and collect the tokens issued by the counter clerk in respect of the bills presented. He shall hand over those token and the Token Register to the Section Officer (Bills)|Section Officer (Cash), Public Department promptly. The Section Officer (Bills)/Section Officer (Cash), Public Department shall verify whether all the bills sent have been presented at the Pay and Accounts Office and whether all the tokens issued by the Pay and Accounts Office have been handed over to him without any omission. If there is any omission or discrepancy noticed, he shall take immediate action to rectify the same.

If any urgent bills have to be presented, the Section Officer (Bills)/Section Officer (Cash) Public Department shall arrange to present the same at the Pay and Accounts Office, Secretariat without affecting the normal schedules prescribed above. At the close of the day, the Section Officer (Bills) shall ensure whether all the tokens received from the Pay and Accounts Office are properly accounted for and kept in safe custody.

497. *Clearance of Bills from the Pay and Accounts Office, Secretariat—Procedure.*—The Section Officer (Bills)|Section Officer (Cash) Public Department shall arrange to clear all the bills relating to his Department passed by the Pay and Accounts Office, Secretariat, daily in two batches, one by 11-00 a.m. and the other by 1-00 p.m.

The messenger, viz., Record Clerk or Office Assistant who is in charge of clearance, shall collect the details of bills ready for payment from the respective counter of the Pay and Accounts Office, Secretariat, before 10-30 a.m. daily. The Section Officer (Bills)/Section Officer (Cash), Public Department will release the concerned tokens and necessary signed receipts to the messenger to clear the bills from the Pay and Accounts Office, Secretariat. The messenger after pasting the receipts on the bills and surrendering the tokens along with bills, will collect the A/c payee cheques from the respective counters of the Pay and Accounts Office and immediately hand over the cheques to the Section Officer (Bills)|Section Officer (Cash), Public Department. The Section Officer (Bills)|Section Officer (Cash), Public Department shall arrange to clear the bills whic are ready for payment during the course of the day in the second batch by 1-00 p.m. The messenger will also collect the list of bills returned by the Pay and Accounts Office, with objections, and clear the same after surrendering the respective tokens to the Pay and Accounts Office.

The Section Officer (Bills)/Section Officer (Cash), Public Department shall also arrange to clear the bills of the Self Drawing Officers, which are ready for payment after surrendering the respective tokens and the signed receipts obtained from the officers. The Account Payee cheques issued in favour of the officers shall be handed over to the officers|personal clerks of the offices after obtaining their acknowledgments in a separate register. The returned bills of the Self Drawing Officers shall also be cleared by surrendering the tokens to the Pay and Accounts Office, Secretariat and handed over to the officers/Personal Clerks of the officers concerned.

The Section Officer (Bills)/Section Officer (Cash), Public Department shall as soon as a bill is passed for payment or returned by the Pay and Accounts Office, make the following endorsement viz., "passed on ...." or "Returned on ...." against the respective entries in T.N.T.C. 70 Register to ensure against double claim at a later date.

498. *Payments—Accounting procedure—Maintenance of Undisbursed Pay Register.*—The Section Officer (Bills)/Section Officer (Cash), Public Department on receipt of payments in the form of Account payee cheques shall make the following endorsement viz., "Encashed on ...." on the office copy of the bill and then enter the details of payments received in the Undisbursed Payment Register. The serial number of the entry in the Undisbursed Pay Register shall be noted simultaneously on the office copy of the bill.

The payments towards the pay and allowances claims of the Non-Self Drawing staff members are made by the Pay and Accounts Office through Account payee cheques drawn in favour of the Pay Drawing Officer viz., Section Officer (Bills)|Section Officer (Cash), Public Department. The advances and loans etc., like General Provident Fund advance, etc., claimed by individuals for a sum of Rs. 500 and above are paid by Account Payee cheques drawn in favour of the individual concerned.

The Section Officer (Bills)/Section Officer (Cash), Public Department shall disburse the pay and allowances claims of the staff members after encashing the cheques and after obtaining proper stamped receipts in the office copy of the pay bills.

If any amount encashed is fully disbursed on the same day, a '*Nil*' entry shall be made in Column (5) of the Undisbursed Pay Register (U.D.P. Register) and the serial number rounded off with proper attention. If any amount remains undisbursed on the date of encashment, it shall be entered in column (5) and the date of subsequent disbursement entered in column (6). The details of subsequent disbursements made in respect of items encashed previously shall be entered in column (9), (10) and (11) of the Undisbursed Pay Register. The serial numbers in the U.D.P. Register shall be rounded off only after it is fully disbursed. If any item remains undisbursed for more than three months from the date of encashment, the Section Officer (Bills)/Section Officer (Cash), Public Department shall immediately arrange to remit the amount back into Government account in the Reserve Bank of India, Madras.

The Undisbursed Pay (U.D.P.) Register shall be closed daily by the Section Officer (Bills)/Section Officer (Cash), Public Department and submitted to the Under Secretary (OP) concerned viz., the Pay Disbursing Officer for check along with the Cash Book.

499. *Cashing of cheques—Maintenance of Joint Account—Procedure.*—Consequent on the decentralisation of Central Cash Bureau and the creation of separate Bills sections in the Departments of Secretariat, the Finance Department has made the following working arrangement for encashing the cheques by the Section Officers (Bills)/Section Officer (Cash), Public Department to avoid the need for each Section Officer (Bills)/Section Officer (Cash), Public Department to send separate messengers to the Reserve Bank of India, Madras to encash cheques daily and the necessity to provide security personal to accompany to staff of each Department when they go over to Reserve Bank of India, to encash cheques of higher denominations.

As per the arrangement, the Pay Drawing Officer viz., Section Officer (Bills)/Section Officer (Cash), Public Department and the Pay Disbursing Officer viz., Under Secretary (OP) or (Establishment), as the case may be, in each department of Secretariat are authorised to open a Joint Account in the Branch of a Nationalised Bank functioning in the Fort St. George premises. The Nationalised Bank issues a Pass Book for the Joint Account and it is in the custody of the Section Officer (Bills)/Section Officer (Cash), Public Department. The Section Officer (Bills)/Section Officer (Cash), Public Department on receipt of payments in the form of Account payee cheques remits them in the Joint Account.

The Section Officer (Bills)/Section Officer (Cash), Public Department makes an assessment about the amount that may be required for disbursement during the day and prepares a cheque slip, to withdraw money from the Joint Account and obtains the signature of Under Secretary (OP/Estt.) as the case may be, before presenting it to the Nationalised Bank with the Joint Account Pass Book. This is being done to avoid retaining heavy cash balance in the Departments of Secretariat without proper security. The Section Officer (Bills)/Section Officer (Cash), Public Department shall ensure that the cash balance on every day to be kept in safe custody shall not exceed Rs. 1,000 (Rupees one thonsand only).

500. *Movement of cash—Procedure.*—The following procedures should be adopted by the Bills Sections of the departments of Secretariat in encashing cheques and bringing money from the Bank as well as in sending money for remittance :—

Below Rs. 250	...	A permanent Office Assistant of long service should be sent to the bank.
From Rs. 250 to Rs. 500	...	A Record Clerk will be sent.
From Rs. 500 to Rs. 2,000	...	An Assistant and an Office Assistant will be sent.
From Rs. 2,000 and above	...	The Section Officer accompanied by a Record Clerk and Office Assistant will be sent.

The Departments should, as far as possible, while making remittance to outside agencies shall do so by crossed cheques.

501. *Disbursement of salary—Procedure.*—The following procedure has been laid down for disbursement of monthly pay of Secretariat establishment.

The Bills section makes out a receipt for the total amount of salary due to each section in the respective department and sends it to the Section Officers concerned on the pay day in each month.

The Section Officer concerned receives the money packet from the Bills section, after furnishing his receipt and disburses the cash to the members of the staff in his section after obtaining signatures on the stamped acquittance roll. He returns the acquittance roll to the Bills section with a certificate of disbursement. Undisbursed amounts, if any, are listed out in the acquittance roll and the return of undisbursed cash to the Bills section is indicated in the Section Officer's certificate on the acquittance roll. The Bills section after verifying the acquittance roll and after checking the cash, if any, returned shall cancel the receipt received from the concerned Section Officer for having issued the pay packet and return the same to him. The Section Officer (Cash), Public Department follow the same procedure to disburse the salary to the Minister's staff through the Personal Assistants to the Ministers and through the Supervisors or other Officers in Public Department in respect of payments to watch and ward and conservancy staff.

On the days, other than pay days, if payments are to be made to a number of persons in a Department (as in the case of Festival Advance, Arrears of Dearness Allowance, etc.) payments are made through the Office Procedures section of the department concerned. If payments are to be made to a limited number of persons only, the Section Officer (Bills)/Section Officer (Cash), Public Department shall make the payments.

502. *Maintenance of Cash Book—Procedure.*—The Section Officer (Bills)/ Section Officer (Cash), Public Department shall maintain a Main Cash Book in M.T.C. Form-5 to account for the daily cash transactions in the Department of Secretariat concerned. The revenue receipts or sale proceeds or any other amount received in the office on Government account alone should be entered on receipt side in columns (1)-(3) of the Main Cash Book. The remittances of the above amounts in Government account in the Reserve Bank of India, Madras shall be shown in columns (4) to (6) as disposal.

After closing the cash transaction, if any, in the Main Cash Book, an abstract should be struck beneath it in the following form and submitted to the Under Secretary (OP) for verification along with the Undisbursed pay (U.D.P.) Register.

Abstract.

Cash Balance as per Cash Book—

Cash Balance as per U.D.P. Register—

Total Cash balance for the day (in words *)

(* By cash, by cheques, by D.Ds. and Bank balance as per Bank pass book, etc.)

The Under Secretary (Office Procedure) who will verify the cash balance with the Main Cash Book, the Undisbursed Pay (U.D.P.) Register and Bank Pass Book, shall record the details of cash balance for the day (viz.) by cash, by cheque, by Demand Draft and by Bank Balance as per pass book, etc., *in words, in his own hand*. The cash box will be locked by the Section Officer (Bills)/Section Officer (Cash), Public Department and kept in the cash chest or in the cup board under the custody of Under Secretary (Office Procedure).

503. *Subsidiary Cash Book—Maintenance of.*—A subsidiary cash book in *Tamil Nadu Treasury Code 5 form* should be maintained in the Bills section of the concerned Department of Secretariat to account for the non-Governmental transactions, viz., recoveries made from the salaries of the staff towards Tamil Nadu Secretariat Staff Co-operative Society Loans, Tamil Nadu State Co-operative| Madras Central Co-operative Bank loans, subscriptions towards Cumulative Time Deposit (C.T.D.), Life Insurance, etc. The Section Officer (Bills)| Section Officer (Cash), Public Department shall enter the recoveries made from the salaries of the staff members, as receipts in the subsidiary cash book and the remittances made in the respective institutions should be shown as disbursements. The recoveries made towards non-Governmental transactions, as per subsidiary cash book should be kept separately from other cash balances and verified by the Under Secretary (Office Procedure) daily, while closing the daily cash accounts. The Officer checking the subsidiary cash book, shall also ensure that the amounts recovered are remitted to the respective institutions without any undue delay. The Under Secretary (Office Procedure) who check the subsidiary cash book daily shall record the cash balance as per subsidiary cash book as in the case of Main Cash Book.

504. *Preparation of bills—Maintenance of recovery registers for Loans and Advances.*—The Bills section concerned shall maintain necessary recovery registers as contemplated under Tamil Nadu Financial Code and Tamil Nadu Treasury Code and any other registers contemplated by the Government in the Finance Department from time to time, to keep proper accounts of the recoveries made from the salaries of the officers and staff members in respect of the loans and advances issued to them. The Bills section while preparing the bills shall also certify that necessary entries have been made in the recovery register concerned. The Section Officer (Bills) shall check the registers concerned, to ensure their proper maintenance.

505. *Service Books and leave account.*—The Service Books and leave accounts of the non-self drawing staff of the departments of Secretariat are in the custody of the Office Procedure/Establishment sections of the respective Departments. However, the Section Officer (Bills) of the Department concerned beside certifying the leave eligibility, qualifying service, etc., shall arrange to make necessary entries in the service books of the staff members in accordance

with the rules contained in the Fundamental Rules and all the entries made in the Service Book shall be attested by the concerned Section Officer (Bills). In January of each year, the Section Officer (Bills) concerned, should take up for verification the Service Books and leave accounts of all the staff members working in that Department and furnish necessary certificate of annual verification of services up to the period ended the 31st December of the previous calendar year with reference to Pay bills, with proper attestation. The Section Officer (Bills) after completion of the Annual verification in respect of all Service Books shall submit a compliance report.

The Secretary of the Department concerned shall check 10 per cent of the total number of service books, chosen at random, with reference to subsidiary rule 12 under F.R. 74 (a) (iv).

Every year, during the first week of March, the Office Procedure section should have the service books verified by each member of the establishment and take necessary action for rectification of any defect/omission noticed. The signature of the concerned Government servant shall be obtained in Column (14) of the Service Book in token of their having verified their service books.

506. *Preparation of number statement.*—The Bills section of a Department will assist the Office Procedure section of that Department, in the preparation of number statements in respect of the officers and staff of that department by furnishing the 'actuals' under each 'Head of Account', operated by it. The Bills section of the Public Department furnishes the actuals in respect of the staff of Ministers beside the officers and establishment of the Public Department to the Public (Establishment) Department.

The Office Procedure/Establishment sections of the Departments of Secretariat will send the number statements to the Finance Department in advance to prepare the Budget Estimates.

507. (i) *Control of Expenditure.*—The Section Officer (Bills) is required to watch carefully the contingent and other expenditure, in respect of that department and bring it to the notice of the Under Secretary to Government concerned, in advance, any likelihood of the appropriation under any item of expenditure being exceeded. The Office Procedure section of the department shall take necessary advance action to get additional allotment of funds in the Revised Estimate or in the Final Modified Appropriation.

(ii) *Reconciliation of Accounts.*—The Section Officer (Bills)|Section Officer (Cash), Public Department, as the case may be shall attend to the work of reconciliation of Departmental accounts with the Treasury figures every month as per the schedules fixed by the Accountant-General, to ensure that there is no misclassification of accounts. On completion of the reconciliation work, the Section Officer (Bills)/Section Officer (Cash), Public Department shall furnish a certificate, to the Under Secretary (Office Procedure).

508. *Contingent expenditure.*—All amounts payable to private parties and companies which cannot be paid out of the Permanent Advance the amount shall be paid by means of Bank Drafts or Account payee cheques only.

Each Office Procedure section should maintain a Bill Register in the form given below to account for, and to watch, the payment of contingent bills sent to the Bills section for payment. To ensure filling up of column (8) of the

register, the particulars of payments, may be obtained from the Bills section concerned on any day between the 5th and 10th of every month. The register should be submitted to the Under Secretary concerned once a month for check.

FORM.

Serial number.	*Current number and date.*	*From whom recieved.*	*Bill No. and Date*	*Amount. Rs. P.*
(1)	(2)	(3)	(4)	(5)

O.P. No. and date in which the expenditure was sanctioned for payment.	*Date of transmission of the bill to the concerned Bills section.*	*Date of payment by the Bills section.*
(6)	(7)	(8)

509. *Permanent Advance.*—Each Department of Secretariat is sanctioned a Permanent advance to meet any unforeseen expenditure which has to be incurred urgently and it would be very inconvenient to postpone such expenditure. The Permanent Advance is in the custody of the Section Officer (Office Procedure) who deals with local purchases and contingent expenditure in respect of the Department.

The Section Officer (Office Procedure) concerned shall maintain a Permanent Advance Register in *T.N.T.C.* 8 *form.* The expenditure incurred shall be recouped at regular intervals by submitting necessary contingent bills to the Bills Section with proper sanction. The recoupments made under Permanent Advance shall be noted in red ink in columns (7), (8), (9) and (10) of the register. The mode of recoupment and date of recoupment shall be noted in columns (5) and (6) of the Register, against the respective item of expenditure.

The Permanent Advance Register shall be submitted daily to the Under Secretary to Government for check.

CHAPTER XXII.

OFFICE HOURS, LEAVE, ETC.

510. *Office Hours.*—The usual office hours are from 10-00 a.m. to 5-30 p.m. but these hours are liable to alteration according to the state of work.

Such of those Hindu members of the staff who have actually to perform religious rites on New Moon days may attend office one hour late on those days. Muslim members of the staff who actually observe the Ramzan fast may be permitted to leave office at 5-00 p.m. daily during the month of Ramzan to enable them to reach their homes in time and break the Ramzan fast in accordance with their religious custom, subject to the condition that heads of offices may require any such Muslim members of the staff whose services are essentially required for any specially urgent work on any day, to stay on beyond 5-00 p.m.

Members of the staff of the Secretariat, who have actually to perform religious ceremonies, etc., on the festivals or religious occasions mentioned below, may on applications made to that effect, be permitted by the Department concerned to attend office late in the mornings or to leave office early in the evenings by not more than one-and-a half hours on those days :—

Hindus.	*Christians.*	*Muslims.*
1. Karthigai Deepam.	1. Ash Wednesday.	Backrid Eve.
2. Lunar Eclipse.	2. Maundy Thursday.	
3. Solar Eclipse.	3. Christmas Eve.	
4. Arubhathimoovar festival at Mylapore.	4. The day preceding Easter.	
5. Gayathri Japam.	5. Eve of New Year.	
6. The Day preceding Deepavali.	6. All Souls Day.	
7. Masi Magam.		
8. Sri Rama Navami.		
9. Sri Krishna Jayanthi.		

511. *Earlier hours of attendance on certain occasions.*—On a working day, the following two or more consecutive holidays (including a Sunday) and on days on which the Tamil Nadu Legislative Assembly meets at 10-00 a.m. the hour of attendance is 9-30 a.m.

If the Assembly meets earlier than 10-00 a.m. on any day, the officers and staff concerned with the subject coming before the House on that day should attend office, and if necessary, the Assembly sufficiently early so that Ministers can get any information they require for use in the Legislature.

However, Secretaries to Government should be present in the Legislature (Officer's Gallery), when Leaders of Opposition Parties address the House on important occasions like Debates on Governor's address, No-Confidence motions, Censure motions, General concluding discussions on Budget, etc., in order to furnish the Chief Minister and other Ministers with facts and figures on the points raised by those leaders.

512. *Attendance of staff.*—Section Officers and Assistant Section Officers must be in their seats and start work not later than the prescribed hour of attendance.

513. *Staying after office hours.*—Assistants, Assistant Section Officers and Section Officers are not expected to stay in office after office hours unless specifically required by the officers. Where such presence is required, previous intimation will be given by the officers. It is hoped that this will not encourage the staff to turn out work which is not up to the standard expected of them or to fall in arrears. When Assistant Section Officers and Section Officers submit special files to officers late in the evening, they should not leave office unless and until those files are received back or unless they take explicit permission of the officers to leave office. Staying in office after 5.30 p.m. or coming earlier than 9 a.m. should generally be avoided in order to minimise electric current charges.

514. *Assistant Section Officers to leave office only with permission of Section Officer on last working day before holidays.*—On the last working day previous to two or more consecutive holidays (including weekends) no Assistant Section Officer shall leave the office without the permission of the Section Officer of the section or branch concerned.

515. *Record Clerks and Office Assistants—Hours of Attendance.*—Office Assistants should attend office half-an-hour earlier than the hours prescribed for others. Record Clerks and Office Assistants should not leave office without the permission of the Section Officers under whom they work. Office Assistants attached to officers should remain in office until the officers have left. The turn Office Assistant will leave office only after the office is closed for the day.

516 *Hours of work and night duty of Office Assistants working at residences of Ministers.*—(*a*) The following are the hours of work for Office Assistants working at the residence of Ministers :—

Day—8 a.m. to 8 p.m.

Night--8 p.m. to 8 a.m.

(*b*) Office Assistants should be on night duty for a week at a time in turn. At the end of the week they will go off duty at 8 O'clock in the morning and come on duty (day duty) at 8 O'clock next morning, i.e., they will get one day off. The day Office Assistant whose turn it is for night duty will go off day duty at 8 p.m. and come on night duty at 8 p.m. next evening, i.e., he too will get a day off. Thus if there are X Office Assistants attached to the residence on the day of change there will be only X-2 on day duty instead of X-1. Any day of the week may be selected as the day of change.

(*c*) Personal Assistants of Ministers either personally or through the Chobdars will see that the above hours are observed.

517. *Late attendance.*—Regularity and punctuality in attendance will be taken into consideration not only in sanctioning leave but also in judging one's diligence. Section Officers, Assistant Section Officers, Assistants and Typists who may desire to attend office late on any particular day on account of anticipated causes must obtain the previous permission of Under Secretary. Record Clerks must obtain the permission of the Section Officer of the section to which they are attached or the Section Officer of the office procedures section, as the case may be. Office Assistants and other Basic Servants must obtain the permission of the Section Officer of the Office Procedures Section.

518. *Penalty for late attendance.*—A member of the establishment may attend office late after obtaining prior permission of his immediate superior officer in writing, who is competent to sanction casual leave to him. In cases where prior permission could not be obtained due to exigencies, the member of the establishment who attends office late shall obtain *post approval* of the competent authority explaining the circumstances for his late attendance.

A member of the establishment may attend office late by obtaining prior permission or post approval on two occasions in a calender month without a cut in his C.L. account. If he attends office late for more than two occasions in a calender month, either with prior approval or with post approval, half a day casual leave at his credit for each occasion of late attendance beyond two shall be cut.

If he has no casual leave at his credit, compensatory leave, if any, to his credit, should be cut in the same way as casual leave. If he has neither casual leave nor compensatory leave, if any, to his credit, a day's earned leave should be cut in the same way as casual leave. To effect the cut in the earned leave, the Section Officer concerned shall send a report to the Office Procedure Section who will issue necessary proceedings to cut the requisite earned leave at the credit of the individual concerned.

If the late attendance on the part of a member of staff is habitual, or if there is any unauthorised absence the officer in charge of the establishment shall institute disciplinary proceedings under the C.C.A. Rules.

Any date on which a member of the establishment attends office after 12 noon but before 1-30 p.m. after obtaining prior permission, it will be treated as *half a day's casual leave.* Attendance after 1-30 p.m. will be treated as full day's casual leave.

Permission to leave office early.—Whenever a member of the establishment applies for permission in writing, to leave office early, the officers concerned may permit him only after satisfying himself that there is no urgent work to be attended to by him, and that he has completed all important work for the day pertaining to his seat.

519. *Members of staff not to leave office during working hours.*—A member of the office establishment shall not leave the office premises during working hours without the permission of the Section Officer of his section or branch.

The Section Officer is authorised to grant permission to members of the staff of his section to leave office a little early to enable them to attend to some urgent private work.

520. (i) *Attendance Register.*—Each section will maintain an Attendance Register for the Assistant Section Officers, Assistants, Personal Clerks and Typists of the section. The Attendance Register shall be maintained in the printed form (C.F. 186).

The name of Personal Clerks attached independently to the officers will be included in the attendance registers maintained by the Office Procedure Section.

Separate attendance registers for Record Clerks and Office Assistants shall be maintained in the Office Procedure Section. If the Record Clerks|Personal Clerks are attached to the sections, their names may be entered in the attendance

register of the sections concerned. They should all sign in the attendance register as soon as they come to the office.

Closing of Attendance Register.—The Section Officer shall close the attendance register every day after allowing a grace time of 10 minutes (i.e.) at 10-10 a.m. on normal working days and at 9-40 a.m. when the office hours commence early (i.e.) 9-30 a.m. on special occasions. The Section Officer shall close the register by affixing his initial at the end and after making a cross against any blank space for the current day and send it to the Under Secretary/Deputy Secretary, as the case may be, along with an abstract containing the names of absentees in a separate running note file. In respect of the individuals who have already applied for leave or prior permission to attend office late and got it sanctioned, it may be indicated against his name for that day. In respect of others for whom no information is available at the time of closure of attendance register, N.R. (No Report) shall be entered against their names for the day.

If the Section Officer is absent or is himself late, the senior most Assistant Section Officer shall close the register as detailed above and submit it to the Under Secretary/Deputy Secretary, as the case may be, along with a running note file to the Officer concerned by 10-15 a.m.

The Head Office Assistant will close the attendance register of Office Assistants in the Department by 9-40 a.m. and submit the same to the Under Secretary to Government in charge of Office Procedure Section through the Section Officer (Office Procedure) with a running note file. The Section Officer (Office Procedure) or the officers concerned shall make surprise check once in a way so that all the Office Assistants attend to *their work promptly in time.*

(ii) *Maintenance and submission of separate Late Attendance Register.*—In addition to the attendance register, a late attendance register in the following form shall be maintained in each section:—

Late Attendance Register.

Date	*Serial number.*	*Name and Designation.*	*Nature of absence.*	*Time of arrival.*	*Signature of latecomer.*	*Initials of the superior officer.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)

The members of the Establishment who attend late shall sign their names in the Late Attendance Register indicating the time of arrival and the nature of absence. The Section Officer concerned shall attest the entries in column (7). The Section Officer shall initial under the last entry for the day and submit the late attendance register to the Under Secretary concerned with a running note file by 11-40 a.m. daily for check.

Each Section Officer shall review the late attendance register daily and mark late to those who attend office between 11-30 a.m. and 12 noon even if they had applied for late permission.

The Section Officer shall review the attendance register and the late attendance register and effect necessary cuts for late attendance as detailed under paragraph 518 of Secretariat Office Manual after obtaining the approval of the Under Secretary concerned. He shall send a monthly report to the Office Procedure Section for having done so.

521. *Lunch interval.*—The time allowed for lunch is half-an-hour between 1 and 2 p.m. and shall be availed of by the Section Officers, Assistant Section Officers, Assistants, Typists, Record Clerks and Basic Servants in two batches, each batch leaving at 1 p.m. or 1-30 p.m. and returning at 1-30 p.m. or 2 p.m., as the case may be. The Section Officers of the Section or branches will, if necessary, maintain turn list for this purpose.

522. *Lunch not to be carried into office rooms by servants or restaurant employees.*—Lunch rooms have been provided for the staff in the Secretariat buildings. Members of the staff should not take their lunch at their seats or in any part of the office rooms, nor are private servants or employees of restaurants permitted to carry lunch into office rooms except in the case of Officers of the grade Under Secretary and above. It is the duty of the Under Secretary in-charge of Establishment to see that these instructions are strictly followed.

523. *Turn Duty on working days.*—An Assistant and a Typist shall be detailed every day to attend evening turn duty in the Tappal section of the Department of Secretariat to receive urgent communications, if any, received out of office hours and to attend to urgent typing work after office hours. The Office Procedure section shall maintain a roaster of all Assistants|Typists in the Department and detail them for evening turn duty in tappal section as per the roaster. The acknowledgment of the persons shall be obtained in the evening turn duty register well in advance. The staff keeping turn in the evening will remain in office until the officers of the department leave office and until it is ascertained that there is no urgent work.

An evening turn duty register may be maintained in the tappal section in the following form :—

Date.	*Name.*	*Designation and Section.*	*Signature.*
(1)	(2)	(3)	(4)

The names of the Assistant and Typist detailed for turn duty shall be entered as per the roaster and their acknowledgment obtained well in advance. The staff members detailed for turn duty should acknowledge the same in the register. If any staff member is not in a position to attend to the turn duty, it is up to him to make informal arrangement with some other colleague to take over the turn duty and the person who gives consent to take over the turn duty shall sign the turn duty register noting down specifically 'taken over'. The tappal Assistant who is normally posted to the turn duty shall not deviate from the roaster to avoid any misunderstanding. The Section Officer of the Office Procedure section shall check the evening turn duty register to ensure that the staff are detailed for turn duty as per the roaster and staff members attend to the turn duty promptly. "However, it is left to the discretion of the Departments of Secretariat concerned to make their own arrangements to attend to the urgent work in the evening turn according to the nature of work in the respective Department".

524. *Holidays.*—The office is closed on all Saturdays and Sundays and provided the state of work permits on Gazette holidays.

The following rules regulate the observance of holidays in public offices including holidays notified under the Negotiable Instruments Act :—

(i) All public offices are closed on days notified as holidays under the Negotiable Instruments Act.

(ii) The grant of every holiday is subject to the condition that arrangements will be made for the despatch of emergent business.

(iii) A Government servant who is called upon to attend office on a holiday may be granted leave of absence on another day in its place when opportunity offers. If possible, a Government Servant of the religious persuasion which observes a particular feast, fast or festival for which a holiday is declared by Government should not be called upon to work on that day.

525. *Holiday turns—Procedure and permission to leave headquarters.*—During holidays, Assistant Section Officers, Assistants, Typists Record Clerks and Office Assistants will attend office by turn according to the lists approved by the Under Secretary to Government.

A holiday turn duty register may be maintained in the Office Procedure section in the following form :—

Date of holiday turn.	*Name.*	*Designation.*	*Signature.*	*Date of which compensatory leave claimed.*	*Remarks*
(1)	(2)	(3)	(4)	(5)	(6)

The Assistant Section Officer attending the holiday turn duty shall send the tappals to the residences of the officers in tappal boxes and strictly follow the instructions contained in paragraph 52 of Secretariat Office Manual regarding the manner in which tappals should be sent to the residence of officers and how further action shall be taken on the tappals on their return after perusal by officers.

The staff members detailed for holiday turn duty are eligible to take compensatory leave on some other day within a period of six months. On receipt of applications for compensatory leave, the tappal Assistant shall make entries in columns (4) and (5) of the register and then furnish a certificate in the application regarding the holiday turn duty attended to by the individual.

The holiday turn duty register may be checked by the Section Officer (OP) once a week and the Under Secretary to Government in-charge of O.P. section once a month.

No Section Officer or Assistant Section Officer or Assistant or Typist shall leave headquarters during holidays without obtaining the permission of the Under Secretary. The Record Clerks and Office Assistants will obtain similar permission from the Section Officer of the Office Procedure Section or the seniormost of the Section Officers of the sections to which they are attached, as the case may be.

Any Secretariat subordinate before leaving the headquarters shall leave his new address with the Office Procedures Section.

526. *Holidays, submission of papers to officers.*—As a general rule, no papers should be submitted to the officers on Saturdays and Sundays and other holidays except tappals and really urgent papers. The Section Officers of sections must exercise the utmost discretion in submitting papers on such days.

When an urgent file is sent to the residence of an Officer, the turn Assistant Section Officers should wait in office till it is received back and necessary further action taken thereon.

527. *Compensatory holidays.*—The following are the conditions under which a Government Servant who is called upon to attend office on a public authorised holiday may be granted another holiday in its place when opportunity offers :—

(i) No compensatory holiday can be claimed as a matter of right. It shall be within the discretion of the superior officer competent to grant casual leave, to admit a claim for a compensatory holiday. (In the case of Officers like those belonging to the I.A.S. in respect of whom formal sanction of Casual Leave is not necessary, the authority to admit a claim for compensatory holidays shall be the Government in the case of Collectors, Secretaries to Government and Heads of Departments, and the Head of the Department in other cases).

(ii) No compensatory holiday can be availed of unless there has been prior credit of such a holiday to the Government servant's compensatory holiday account. The authority competent to grant credit for compensatory holiday shall be the authority referred to in rule (i).

(iii) To be eligible to claim credit for compensatory holiday, an application shall be made within one month of the Sunday or other public holiday on which a Government servant attended to Government work.

(iv) Whenever orders are passed admitting credit for a compensatory holiday, the fact shall be entered in the Casual Leave register, on the page allotted to the Government servant, by opening a new column to indicate compensatory holiday.

(v) No Government servant shall be entitled to a credit of more than twenty compensatory holidays in all, in a calendar year.

(vi) Every compensatory holiday shall automatically lapse at the end of six months of the holiday to which it relates.

(vii) Compensatory holidays may be combined with Casual Leave or authorised public holidays subject to the condition that the total period of absence shall not exceed ten days.

A Government servant touring on public authorised holidays in connection with the performance of his duties is not eligible for compensatory holidays in lieu of holidays on which he performs journey.

(viii) The Compensatory leave account shall be transferable, so that the Government Servant can avail of this concession, even if they are transferred to other offices.

528. *Leave.*—(1) Applications for leave or for extension of leave by members of the office establishment should be sent so as to reach the Under Secretary in the department concerned seven days before the date of commencement of the leave applied for or expiry of the original leave granted, as the case may be, failing which the applications will be liable to be rejected unless special reasons for the delay in submission are given.

Assistant Section Officers, Assistants and Typists should submit their applications for leave through the Section Officer under whom they work.

(2) Only sudden illness, which incapacitates a member of the office establishment from coming to office, or most urgent private business justify absence without previous leave. In such cases, the leave application should specify the nature of the illness, or private business, as the case may be, and should be sent to the Under Secretary through the Section Officer concerned.

Note.—All applications for leave should be written in ink and should

529. *Procedure in dealing with leave applications.*—Applications from Section Officers, Assistant Section Officers, Assistants and Typists including Personal Clerks for leave other than Casual Leave are submitted for orders to the Joint Secretary or Deputy Secretary or Under Secretary as the case may be, in the case of Public Department and in the case of other departments, to the Secretary or to an officer subordinate to him not lower in rank than that of an Under Secretary to whom such a power has been delegated by the concerned Secretary.

Applications from Record Clerks and Basic Servants serving in the office are submitted to the Under Secretary through the Office Procedures section.

Application from Basic Servants attached to the Ministers are submitted through the Junior Personal Assistant concerned who will obtain the orders of the Minister concerned before submitting them to the Under Secretary, Public Department.

Before submitting leave applications to the Under Secretary for orders, the Office Procedures section will obtain a certificate from the Section Officer of the Bills section as to the applicant's eligibility for the leave applied for.

530. *Medical leave—Applications—Processing of—Reference to Medical Board--Procedure.*—A Government servant intending to go on unearned leave on Medical Certificate (Under F.R. 74) shall submit his application accompanied by a certificate from the Authorised Medical Attendant before going on unearned leave on Medical Certificate, and in exceptional cases, where such advance application is not possible within seven days from the date of entering on such leave.

On receipt of such application where reference to Medical Board is necessary, such reference shall be made within three days.

The procedure laid down in Rule 9A under F.R. 74 (in Annexure II, Appendix I of F.R.) shall be followed for sanction of unearned leave on Medical Certificate exceeding 60 days and other cases referred to therein.

Reference to Medical Board shall be made in respect of the following cases :—

(1) If a Government servant applies for unearned leave on Medical Certificate exceeding 60 days in all or in piecemeal combined with some other kinds of leave.

(2) Immediately after transfer even though the leave is less than 60 days.

(3) At the discretion of the leave sanctioning authority in cases of frequent application for grant of unearned leave on Medical Certificate even though it is less than 60 days ;

Reference to Medical Board is not necessary for granting unearned leave on Medical Certificate to Government servants who are admitted as inpatients in Government Hospitals for the period of treatment and also if, the period of leave recommended is co-terminus with the period of treatment.

Government servants who have been on unearned leave on Medical Certificate exceeding two months (i.e. 60 days) can rejoin duty obtaining a fitness certificate from a Civil Assistant Surgeon in Government service.

531. *Communication of orders on leave applications.*—Orders passed on applications for leave are communicated to the applicants by office proceedings. A copy of the proceedings sanctioning leave shall be communicated to the Bills section.

532. *Casual leave and Restricted Holidays.*—Casual leave is not a regular leave. It is a concession given to Government servants to be absent on special circumstances for short periods. They can absent themselves for not more than 12 days (twelve days) in a calender year. It may be combined with Sundays, other Public Holidays, compensatory leave and Restricted holiday provided the absence should not exceed ten days (Executive Instructions contained in Annexure VII of Appendix I of F.R.).

Restricted Holiday.—Besides 12 days casual leave in a calender year, a Government servant is eligible to take restricted holidays for two days. The restricted holidays shall be taken from the following holidays listed by Government in G.O. Ms. No. 210, P.&A.R. (F.R. III), dated 25th March 1988, read with Government Letter No. 44420/F.R. III/88-2, P.&A.R. (F.R. III), dated 12th July 1988.

1 Chithra Pournami
2 Adi Perukku
3. Rig Upakarma
4. Yajur Upakarma
5. Gayathri Japam
6. Sri Jayanthi
7. Sama Upakarma
8. Deepavali Nonbu
9. Karthigai Deepam
10. Vaikunda Ekadasi
11. Arudra Dharshan
12. Thai Poosam
13. Bogi
14. Masi Makam
15. Sivarathri
16. Shabe Bharath
17. Ramzan Ist day or 27th day
18. Hijira New Year
19. Mohideen Andavar Urs
20. Maundy Thursday
21. Ash Wednesday
22. All Souls Day
23. 'X' Mas Eve
24. New Year Eve
25. Varalakshmi Viratham

533. *Address during Casual leave*—Applications for casual leave submitted from the residences of the applicants should contain their residential address. If they propose to leave the headquarters during the leave period, the leave address should also be given.

534. *Maintenance of Casual leave account of staff members and sanctioning of—Procedure.*—Separate casual leave sheets shall be maintained in respect of each staff member. The maximum amount of casual leave eligible to a Government servant in a calender year is 12 days. In the casual leave sheet beside the

entries regarding the casual leave availed and permission granted to attend office late or to leave the office early separate columns will be provided to account for the compensatory holidays taken. On receipt of the casual leave application necessary entries will be made in the casual leave account of the individual and the application along with the casual leave sheet will be submitted to the sanctioning authority for sanction of the same. The entries in the sheets shall be attested by the sanctioning authority.

The casual leave applications need not contain the purpose for which the leave has been requested.

The Section Officers are authorised to sanction of casual leave for the Assistant Section Officers, Assistants and Typists, Personal Clerks attached to the sections concerned.

535. *Casual leave to Senior Personal Assistants and Junior Personal Assistants attached to Ministers.*—Senior Personal Assistants and Junior Personal Assistants attached to Ministers will obtain the permission of the Minister concerned for casual leave, provided that the leave is admissible. As soon as permission is granted, the persons concerned shall, before leaving headquarters, report the fact to the Under Secretary, Public Department. If a person avails himself in the above circumstances of casual leave when it is not admissible he will do so at his own risk and ordinarily will be treated as absent on leave on loss of pay.

536. *Examination leave.*—In the case of examination leave the application shall, where practicable be supported by the receipt for the fee for admission to the examination.

537. *Absence due to infectious disease.*—Whenever a case of cholera, smallpox or other infectious disease occurs at the dwelling of any member of the office establishment, he must report the fact at once to the Section Officer who is in-charge of the attendance register by a verbal message and not in writing (as the written report might convey infection) and must stay away from duty until further orders. The latter will report such cases to the Under Secretary and obtain his orders. Disregard of this rule will be severely dealt with, as imperilling the health of other members of the staff.

538. (i) *Hours of Attendance.*—Joint Secretaries, Deputy Secretaries and Under Secretaries are expected to attend office at 10-00 a.m. on all working days.

(ii) *Casual leave.*—If a Section Officer takes casual leave/permission he will report in writing to the Under Secretary/Deputy Secretary of the Department concerned under whom he is working. If the Under Secretary or Deputy Secretary or Joint Secretary avails himself of casual leave/permission he will report in writing to the Additional Secretary/Secretary of the Department concerned. The Under Secretary and Deputy Secretary working in Public Department will however report in writing for casual leave/permission to the Joint Secretary of that Department, when the Joint Secretary, Public Department takes casual leave/permission, he will report to the Chief Secretary. When a Secretary or Additional Secretary to Government avails himself of Casual leave, he will inform the Chief Secretary giving the reason for the absence and intimate the arrangements made for the discharge of the current work of the Department. The casual leave accounts of all I.A.S. Officers are maintained in the Public (Special-A) Department.

(iii) *Report of departure from headquarters.*—If an Under Secretary, Deputy Secretary or Joint Secretary wants to leave the headquarters of Government, he will obtain the previous permission of the Chief Secretary or the Secretary, as the case may be. When a Secretary or Additional Secretary leaves the headquarters of the Government, the Minister concerned and the Chief Secretary will be informed of the period of such absence and of the name of the officer who will be in charge of the current work of the department during the Secretary's or Additional Secretary's absence.

(iv) *The Chief Secretary.*—When the Chief Secretary avails himself of casual leave or leaves the headquarters of the Government, the Chief Minister and the Secretary to the Governor will be informed as to who will be incharge of the current work of his department.

539. *General discipline—(i) Punctuality and general behaviour.*—Heads of section must set an example to others by themselves attending office punctually. While in office, all members of the establishment must behave in a quiet and dignified manner and give due respect to their superior officers and Ministers. They must address other members of the establishment courteously. They must try to maintain perfect silence and if they have occasions to talk they must do so in a low voice so as not to disturb others.

It is most important that the Secretariat should present an appearance of business like activity and that there is no slackness in this respect. Members of the staff should not waste their time either in the restaurants or in loitering or gossiping along the corridors of the Secretariat buildings. To enforce this a movement register should be maintained in each section in the form given below :—

FORM.

Date.	*Name of the person and designation.*	*Time of leaving the section.*	*Purpose.*	*When returned.*	*Remarks.*
(1)	(2)	(3)	(4)	(5)	(6)

Each Assistant Section Officer, Assistant or Typist should, when he leaves the section and returns to it make necessary entries in the movement register. The register should be on the table of the Section Officer and it should be checked by the Under Secretary incharge of the section promptly every week. There should also be surprise checks of this register and any irregularity in its maintenance by the section should be promptly brought to the notice of the higher officers. Senior Officers like Deputy Secretary, Joint Secretary, etc., also make surprise visits to the sections under their control and check whether the movement registers are promptly maintained.

A movement register should be maintained for Record Clerks and Office Assistants also. The Record Clerks and Office Assistants attached to the Office Procedures section should make entries in the movement register kept on the table of the Section Officer of that section and other Record Clerks and Office Assistants in the register kept on the table of the senior-most of the Section Officers of the sections to which they are attached at the time of leaving their place of duty and at the time of their return to that place. The Section Officers concerned should see that entries are properly made by the Record Clerks and Office Assistants in the movement register.

(ii) *Guarding against leakage of official information.*—Members of the establishment must remember that they are subject to the provisions of the Indian Official Secrets Act and are precluded from divulging to outsiders or to other members of the establishment any information (whether expressly marked confidential or not) that may have come to their knowledge in their official capacity. It should be borne in mind that what they come to know of in the office is confidential and is not to be mentioned outside the office or to strangers or to any one other than those whom it is necessary that they should communicate with about such matters in the ordinary official course. All members of the establishment must be constantly on their guard against the leakage of any official information whatsoever. If any member of the establishment is approached by any one not officially entitled to do so either inside or outside the office in regard to any matter which is or will be dealt with in the Secretariat or for any official information in the Secretariat, he should refuse to see him, but refer him politely to the Secretary, the Under Secretary and if the person persists, he should be warned that the fact of the visit will be reported to the Secretary and a report should be made accordingly at the very earliest opportunity—the Assistant Section Officer or Assistant or Typist to his Section Officer and Section Officer to the Under Secretary. Failure to observe these instructions will render the defaulter liable to punishment. When private parties (including Members of the Legislature) approach the Officer of the grade of Under Secretary or above in the Secretariat for information about matters pending in the Secretariat, the reply should invariably be that the matter is still under consideration and no indication should be given of the exact stage of the file. Important files, even if they are not confidential, should be circulated only in closed boxes. Special care should be taken to see that Duffadars, Basic Servants and Record Clerks who carry files do not attempt to peruse them.

(iii) *Guarding against leakage of confidential and Secret information.*—(*a*) A Personal Clerk's used note-books should be made over to the Under Secretary of the concerned department when a fresh one is taken. The Under Secretary will destroy these note-books after the expiry of three months from the date of the last entry in each book.

(*b*) Nothing should be placed in a waste paper basket or otherwise discarded which is of a confidential or secret nature. Such matter must be burnt by the persons responsible for it. Blotting paper used for writing of a confidential or secret nature should be similarly destroyed.

(iv) *Prohibition against revealing information to the Press.*—Members of the establishment shall not have any dealings with the Press or Reporters or Correspondents. They run a great risk of severe disciplinary action being taken against them if they are reasonably suspected (not necessarily proved) of communicating official information of any kind to the Press, to Reporters or Correspondents or to members of the public.

(v) *Prohibition from seeing outsiders in office.*—Members of the establishment are also prohibited from seeing outsiders at any place in connection with official matters pending in the Secretariat in which such people are personally interested. They must not accept any presents or remuneration from any visitor, party or other person resorting to Government nor lay themselves under obligation to such persons in any other way.

(vi) *Mode of ventilation of grievances.*—They must not have recourse to anonymous petitions or letters in order to ventilate their grievances or supposed grievances. If any member of the office establishment thinks that he has any grievance he may represent it to the Under Secretary in person or he may present it in writing to the Secretary.

(vii) *Needless petitions.*—Petitions which contain no new facts or grounds for reconsideration of a case, which has already been disposed of by the Government, will be returned to the Government servant. Persistence in submitting such petitions will render the Government servant liable to disciplinary action.

540. *Tidiness and cleanliness of the office.*—A waste paper box or basket must be kept within a convenient distance of every member of the staff. Waste paper must be thrown into this and not thrown about on the floor. Stationery and records must be put away tidily in the Assistants and Assistant Section Officers almirah and not left lying on tables and on the tops of almirahs exposed to dust. All rubbish and obsolete forms or publications must be cleared away and not left to litter the office. The office and Officers' rooms must be properly swept and dusted daily. The Assistants and Assistant Section Officers should keep their tables and side racks clean and the papers neatly arranged.

541. *Use of identification measures by Basic Servants.*—(*a*) All Chobdars and Office Assistants attached to Ministers and officers of the Secretariat shall use while on duty such items of identification as are supplied to them.

(*b*) Government servants are not bound by any restrictions in the matter of dress and are at perfect liberty to wear, while on duty, whatever dress they like, provided it is in conformity with the ideas of decency current in society.

542. *Miscellaneous instructions.*—No Section Officer or Assistant Section Officer shall take office papers to the house or elsewhere out of the office without an exit slip from an officer of the grade of Under Secretary and above which should be surrendered at the gate.

543. *Transfer or leave—Handing over of paper and keys—Arrangements for urgent work*--(*a*) *During casual leave.*—When an Assistant Section Officer absent himself on casual leave he must hand over or send with his casual leave application any office keys in his custody to the Section Officer of the section and inform the latter about any paper which must be attended to during his absence. The Section Officer should give specific instructions to the other Assistant Section Officers in his section to attend to any items of work which need not or should not await the return of the Assistant Section Officer on casual leave (e.g., registering of currents, action on urgent papers, issue of urgent reminders, sending of files in circulation, etc.).

When a Section Officer absents himself on casual leave he shall hand over or arrange to send any office keys in his custody to the Under Secretary. He shall also leave instructions with or send a note to the senior Assistant Section Officer in the section about any urgent matter to be attended to during his absence on leave.

(*b*) *Leave other than casual leave or on transfer.*—When an Assistant Section Officer or Section Officer goes on leave other than casual leave, the relieving Assistant Section Officer or Section Officer must verify all the papers handed over to him with the personal register and see that every paper shown in the register as pending in the section is handed over to him. Office keys and confidential keys, if any, should also be handed over. A list of papers and other records handed over shall be prepared in duplicate signed both by the relieving and the relieved officer, and a copy shall be kept by each of them.

The relieved officer shall transmit to the relieving officer all instructions verbally given to him from time to time by the officers under whom he worked or any confidential papers given to him for custody.

When the Section Officer or an Assistant Section Officer takes charge of a vacant seat, he must verify all the papers with the Personal Registers and other Registers and bring them to the notice of the Under Secretary or Deputy Secretary, as the case may be, any loss of papers or records taken over by him at the earliest opportunity.

The same procedure must be observed when Assistant Section Officers or Section Officers leave the office on transfer, foreign service, deputation, training, etc.

The above provisions will apply *mutatis mutandis* to Assistants, Typists and Personal Clerks.

544. *Transfer of papers between Assistant Section Officers.*—No Assistant Section Officer shall place papers or cause papers to be placed on another Assistant Section Officer's table without the knowledge of the latter.

545. *Covers or boxes sent to Assistant Section Officers or Section Officers at their residences.*—When covers or boxes containing office files are sent to the houses of Section Officers and Assistant Section Officers, the Office Assistant who takes them should hand them over in person to the Section Officer or Assistant Section Officer concerned and should not go away without obtaining his permission.

546. *Service of summons in office by bailiffs.*—Summons on persons employed in the Secretariat are permitted to be served personally by Court bailiffs but the latter should first approach the Under Secretary of the department concerned, who will arrange for the service of the summons in such manner as is most convenient.

547. *Maintenance of reference books in section.*—The reference books and other publications supplied to a section shall be preserved with care. The Assistant of the section shall maintain a list of the books, each book being given the number allotted to it in the list of books kept in the rooms of the Officers of the grade of Under Secretary and above in the Secretariat. The books shall be arranged in serial order and any book taken out for reference should be replaced in its proper place immediately after use. It is the duty of the Assistant or the Section Assistant, Section Officer mentioned above to see that all correction slips are pasted immediately they are received with the help of a Record Clerk. A note book showing the lists of correction slips received and the number pasted should be submitted to the Section Officer on the first of every month. Section Officers and Assistant Section Officers should realize that going about to procure from other sections or the Library, reference books supplied to the section involves avoidable waste of time and hampers work. They should also realize that reference books, if kept uncorrected, might lead to wrong disposals of papers.

548. *Knowledge of Office Procedure.*—(i) Every Assistant Section Officer, Assistant, Typist and Section Officer of the Secretariat establishment shall make himself thoroughly conversant with the rules contained in this Manual. The plea of ignorance will never be accepted as an excuse for disobeying them. The Section Officer of each section must see that every Assistant Section Officer and Assistant in his section knows and understands the rules and that the copies of the Manual supplied to the section are corrected up to date. A new Assistant Section Officer or Assistant joining the office must acquaint himself with the rules in the Manual. After the expiry of a month from the date of his joining the office, the Section Officer concerned shall test his knowledge and if he is wanting, he may be given another month's time. If the Assistant Section Officer or Assistant has not acquired a reasonable degree of acquaintance with the rules in the Manual even at the end of that period, the Section Officer may submit a report to the Under Secretary.

(ii) The Section Officer will be held personally responsible for the proper and intelligent observance of the rules in the Manual by all in his section or branch.

(iii) It is the duty of the Under Secretary or Deputy Secretary to see that all members of the staff under him have a thorough knowledge of the Manual and that they carefully observe its provisions.

CHAPTER XXIII.

OFFICE MANAGEMENT

549. *Control.*—The Secretary is the head of the Office. The control and supervision over it is subject to his orders, exercised by the Additional, Joint, Deputy or Under Secretary who is responsible to the Secretary for the proper management of all office matters.

550. *Office Procedures Section.*—Receipt and distribution of tappal, indexing, circulation and matters pertaining to Office are attended to in the Office Procedures section. The section is under the control of an Under Secretary.

551. *Office Correspondence.*—The office business is transacted and all correspondence on the subject is carried on in the name and on the responsibility of the Secretary. Communications relating to Office matters take the form of letter, or office order or unofficial reference. The letter form is usually adopted for correspondence with superior or co-ordinate authorities and well-known public bodies and firms and if sent by the Under Secretary, should contain the expression—" I am directed ".

Communications to subordinates and applicants for employment in the office take the form of " letter " or " office order ". Fair copies of draft office orders passed by an Under Secretary should clearly show that they are issued " By Order ". When they are attested by a Section Officer, the name of the Under Secretary should be typed before the words " By Order ". Communications to other Secretariat Departments may be by unofficial note ; in regard to questions relating to the pay or allowance of members of the establishments, references shall be made unofficially to the Finance Department and in regard to the employment of additional establishment to the Public Department.

552. *Office Papers.*—The Office procedures section will attend to Office papers under the direction of the Under Secretary. That section will maintain in manuscript a table of contents of all office orders and keep them in its custody after it is docketed and stitched. Papers of permanent interest alone will be given an office disposal number. Papers of ephemeral interest, such as circulars issued for the guidance of the office, turn lists, applications for casual leave, etc., will be separately filed and destroyed after the end of the year succeeding that to which they relate, subject to the orders of the Under Secretary.

Note.—Files containing notes regarding the appointment seniority, promotion and punishment of Section Officers, Assistant Section Officers, Assistants and Typists will be maintained by the Under Secretary.

553. *Periodical returns.*—All returns relating to office matters should be submitted by the Office Procedures section to the Under Secretary on the due dates. The periodical register should be submitted once in a fortnight.

554. *Address of Officers and Staff.*—The Office Procedures section shall maintain a list of the addresses of officers and staff corrected up-to-date. The staff should intimate changes in their address to the Office Procedures section.

555. *Return of Assets and Liabilities.*—Within three months of his first every Government servant has to submit in accordance with the Government Servants' Conduct Rules, a return of his assets and liabilities in the prescribed

forms on or before the 31st March of the year immediately following the year to which the return relates and every such return should be as on 31st December of the year immediately preceding 31st March.

The Office Procedures section is responsible for the collection of the returns from the members of the staff before 31st March and submission to the Under Secretary for inspection. The returns shall be handled as a "Secret document".

556. *Office purchases.*—Articles, such as cycle oil, gloy or gum candles and matches, required for office use will be bought by the Office Procedures section and kept in its charge under lock and key. Particulars regarding their purchase and distribution will be noted in a register maintained for the purpose and submitted every month to the Under Secretary for inspection. The section should see that soap and other articles required by officers are promptly supplied.

557. *Use of 'Permanent Blue' or 'Blue Black' ink while writing in Government records—Ban on use of Ball point pen and other colour inks in notings and draftings.*—The Officers and staff while writing notes or drafting files in the disposal of their official business shall only use "Permanent Blue" or "Blue Black" fountain pen ink. The O.P. sections shall supply only "Permanent Blue" or "Blue Black" ink to Officers and staff members in the respective departments. The Office procedure section shall also supply *red fountain pen ink* to the Assistant Section Officers to enable them to make necessary entries in the Personal Registers and other files as required under Secretariat Office Manual. Use of other colours is not allowed.

Use of ball point pens in writing Government records is strictly prohibited

558. *Stationery and forms.*—The Office procedure section of each department of Secretariat shall prepare and place the annual indents for the various forms, registers and stationery articles required for the entire Department and obtain the same from the Director of Stationery and Printing, Madras. On receipt of the forms and stationery articles, they should be entered in the stock registers to be maintained for the purpose. These articles are arranged in the racks and precautionery measures against attack by rats and termites should be taken. Whenever articles are issued to the personal staff of officers and the sections, the Record Clerk in-charge of stationery shall enter the issues made in the stock register and obtain their acknowledgements. The Section Officer concerned shall check the stock registers once a week and submit the same to the Under Secretary concerned once a month. The Under Secretary concerned shall ensure that the stationery articles are stocked properly and the necessary accounts are maintained properly.

559. The Office Procedure section concerned shall present necessary contingent bills and obtain necessary service stamps required for the Department from the treasury for use in the Department. The service stamps shall be in the custody of the Office Procedure section and proper accounts shall be maintained denominationwise. The Office Procedure section shall supply necessary service stamps to the tappal sections, as per the requirement, for use by them to despatch covers during turns and during holiday turns. Necessary stamp accounts shall be maintained in the tappals section of the Department concerned.

560. *Custody of date stamps and self-registering stamps.*—The date stamps of officers are in their custody and the self-registering current number stamp in that of the Assistant in-charge of tappals.

561. *Books in officer's rooms.*—Books of reference kept in the officers' rooms should be numbered serially, a common serial number being adopted by all Departments. Lists of such books and maps in the Officers' room shall be

kept in the rooms and the books and ready reference files maintained up-to-date This duty will be performed by the Personal Clerk. The Personal Clerk should visit the rooms daily and see that the books are arranged in their proper order and none is missing. When a book is removed from an officer's room for pasting correction slips, either the officer should be informed of the removal or a slip must be left in the place of the book stating the purpose for which it has been removed. The same procedure will apply to the removal of books in the officers' houses.

562. *Printing of establishment lists.*—The list should be prepared with great care in accordance with the instructions in G.O. No. 573, Finance, dated 18th October 1932, and in accordance with service rules in respect of seniority, probation, etc. If, at any revision, any material alteration as compared with the previous list is to be made, the reasons for such alterations should be recorded in writing.

The establishment lists in respect of all categories which come under one unit shall be prepared and printed at regular intervals by the section in P. & A.R. Department dealing with the One unit, and copies supplied to all concerned. The other Departments of Secretariat shall themselves prepare and print the establishment lists in respect of the categories which do not come under one unit. The instructions issued in G.O. Ms. No. 1063, P. & A.R. (Per. A), dated 14th November 1983, regarding the following time schedule for printing the establishment lists shall be scrupulously followed.

Service/Categoary. (1)	*Periodicity for printing.* (2)
(1) I.A.S., I.P.S., I.F.S., District Judges, Joint Secretaries, Deputy Secretaries and Under Secretaries (Non-I.A.S.), Deputy Collectors and District Level Officers.	December of every year.
(2) Section Officers and Private Secretaries in Secretariat, 'A' and 'B' group officers in secretariat.	Once in two years.
(3) 'C' and 'D' group officials ...	Once in three years (as per the programme prescribed in the Government Order in respect of each department).

563. *Circulation of Gazettes*—(i) *The "GAZETTE OF INDIA".*—The Secretariat Library circulates copies of the Gazette of India to the Chief Minister, the Chief Secretary and other Officers and Section Officers in the Public Department. Circulation of the Gazette to the Officers and Section Officers in other departments is done by the departments concerned. Each Department arranges for the re-publication in the *Tamil Nadu Government Gazette,* if necessary, of any notifications appearing in the Gazette of India with which it is concerned. It is the duty of Section Officers to mark notifications for re-publication *in the Tamil Nadu Government Gazette.*

(ii) *Tamil Nadu Government Gazette.*—The *Tamil Nadu Government Gazette* is received by all Departments and Ministers. Each department circulates the copy received by it to its Section Officers and Officers. It is the duty of Section Officers to satisfy themselves that all notifications with which they are concerned have been correctly published.

564. *Copies of Acts received from Press.*—Whenever copies of Acts are received from the Director of Stationery and Printing they should be scrutinized and the amending Acts sorted out and the amendments incorporated in the copies of the original Acts in the rooms of officers and in sections, including spare copies in the Department. In the case of new enactments, they should be filed together between loose boards as each new Act is received and at the end of the year, they should be bound together and supplied to all officers and sections who may require them. To facilitate easy reference, a table to contents should also be prepared for each such annual volume.

565. *Bicycle*—(*a*) (i) *Initial supply.*—The first supply of a bicycle or of an additional bicycle shall be made only with the sanction of Government.

(ii) *Repairs.*—Repairs to bicycles may be executed departmentally under the orders of the Under Secretary. When however, the cost of repairs is in the opinion of the Under Secretary not likely to be remunerative, the machine may be condemned with the approval of the Secretary of the department and a new one purchased instead.

(*b*) A register shall be opened showing the number of the machine, the date of supply, its original cost and the date and nature of all repairs carried out with the cost of such repairs. In the first week of each month, the register should be submitted to the Under Secretary who will satisfy himself that the expenditure on repairs has not been excessive and initial the register in token of verification.

566 *Liveries.*—Office Assistant of officers and Ministers, Office Assistants working in office, chowkidars, van drivers, etc., are supplied with dress as shown in Appendix XXI. Each department indents on Assistant Director of Stationery for the required clothing in accordance with the scale and the period of wear prescribed. The Assistant Director of Stationery supplies the articles of clothing as per the indent to the departments concerned for issuing them to the Office Assistants, etc., at the end of the period of wear of the clothing previously supplied.

567. *Typewriters and other copying machines.*—The supply and repair of typewriters and duplicators are regulated by the rules in Chapter IX of the Stationery Manual, Volume I.

A register of such machines in use in the department showing the Typist in charge of each machine and the repairs executed at various times shall be maintained and periodically submitted to the Under Secretary for inspection. In addition to this, each typewriter will have a machine card which will be maintained by the Typist using the typewriter. The Typists entrusted with machines will be held responsible for any damage caused to them through negligence or carelessness. When a Typist takes over a machine from another, he should examine it carefully and if he finds any damage he should note them down on the machine card and get the Under Secretary's initials. If he does not do so, it will be assumed that he took the machine in good condition and that he is responsible for any damage that may subsequently be brought to notice. Persons who have not passed a typewriting test must not be permitted to handle the machine.

568. *Inventory of office furniture and other stores*—(i) *Office furniture.*—The Office Procedure sections will maintain a Stock Register in Form "Tamil Nadu Financial Code No. 10" showing the total number under each kind of furniture received, number issued and the balance. Besides this register, the section will maintain a distribution register showing how the various items of

furniture are distributed. Each article will be marked with a number which will be its permanent number indicated in the distribution register. An inventory of furniture kept in each section or room or hall will be prepared in duplicate and one copy duly acknowledged by the Section Office or the Personal Clerk concerned will be kept filed in the Office Procedures section. The duplicate copy of the inventory will be kept by the Section Officer of the section or the Personal Clerk.

(ii) *Other office stores.*—(*a*) A separate register will be maintained for other office stores. One page should be reserved for each kind or class or article.

(*b*) New articles purchased or supplied during the year should be duly brought into account, those condemned or otherwise disposed of being written off or adjusted in the registers.

(*c*) Stock-taking should be done in June of each year by an Assistant Section Officer of the Office Procedures section specified for the purpose and a report of check submitted to the Under Secretary.

If any article is damaged or missing, definite orders should be passed as to whether it should be repaired, replaced or written off.

569. *Sale of unserviceable articles.*—Unserviceable articles such as broken furniture, record boxes, thattis, etc., should be auctioned annually under the Under Secretary's orders. The amount realised should be immediately credited to Government and the bank receipt submitted to the Under Secretary for perusal. As soon as the auction is over, the fact of sale of each article will be noted in the stock register which will be submitted to the Under Secretary for initialling the entries.

570. *Record Clerks* are expected to do the office duties given to them by the Section Officers, Assistant Section Officers and Assistants.

571. *Council Dubash* is in charge of the Cabinet Room. He shall see that it is kept tidy and that stationery, etc., are placed on the table in the proper places before the meeting of the Council of Ministers begins and shall wait at the room until the meeting is over. At other times, he shall wait upon the Chief Secretary.

572. *Supply of Stationery to Officers.*—The Office Assistants in the officers rooms should get such stationery and forms as are required from the Office Procedures sections and place them in the officer's rooms.

573. *Office Assistants.*—Office Assistants will be under the immediate control of the Section Officer in charge of the Office Procedure section who is responsible for their proper distribution among sections and officers. In Public Department, the Office Assistants will be under the immediate control of the Sergeant. They are expected to do the duties allotted to them by Section Officers and Assistant Section Officers and by officers to whom they are attached. The ministerial staff should not use Office Assistants for their private work.

574. (1) *Duffador* will attend office punctually and while on duty he should wear uniform supplied to him at Government cost. In the Public Department, the Chobdar will attend office punctually and as desired by the Minister concerned and while on duty he should wear uniform supplied to him at Government cost.

(2) Head Office Assistant will attend office punctually. He will besides attending his duty also exercise supervision over the Office Assistants allotted to him and see that they are detailed for the duties assigned to them. He shall

ensure that the Office Assistants attached to officers keep their clothing tidy and periodically washed and that while on duty they appear neatly dressed. He should also see that Office Assistants working in the office wear their badges. In the Public Department, Head Office Assistant, will perform the above duties subject to the overall supervision and control of the Sergeant and Assistant Sergeant.

575. *Sanction of Loans and Advances.*—The Office Procedure sections concerned shall also attend to the work of sanction of loans and advances eligible to Government servants under General Provident Fund, House Building Advance and Festival Advance, Handloom and Khadi Advance, Motor Car, Motor Cycle, Cycle Advance, Marriage Advance, etc., as per the provisions contained in the special rules and the Tamil Nadu Financial Code. The Office Procedure section shall also sanction temporary as well as Part final Advance in consultation with the Bills section.

576. *Reimbursement of Medical expenses.*—The Office Procedure section shall deal with all claims relating to reimbursement of Medical charges received from Government servants. The following points incorporated under Tamil Nadu Medical Allowance Rules and orders issued by Government in the Health and Family Welfare Department, from time to time, shall be borne in mind while sanctioning the claims of the Government servants :—

(1) *Treatment in Government Hospitals.*—Government have provided free Medical facilities to Government servants and their dependents for taking treatment in Government Hospitals.

Government servants and their dependents are eligible for the following classes of accommodation in Government Hospitals, according to their income when they are admitted as in-patients for treatment :—

Serial number and class of ward.	*Eligibility.*
(1)	(2)
1. General ward ..	Total monthly income of Rs. 499 and below.
2. " C " Class ward ..	Total monthly income of Rs. 500 and up to Rs. 799.
3. " B " Class ward ..	Total monthly income of Rs. 800 and up to Rs. 1,199.
4. " A " Class ward ..	Total monthly income of Rs. 1,200 and above.

(G.O. Ms. No. 760, H. & F.W. Department, dated the 2nd May 1981.)

(2) *Reimbursement of Medical expenses.*—(i) A Government servant is eligible for reimbursement of the cost of medicines purchased by him for treatment for self or for his dependents, if any.

(ii) Reimbursement bills to the extent of a Government servant's monthly pay plus Dearness Allowance in a financial year, should be countersigned by an Authorised Medical Attendant.

(iii) In case where the amount to be reimbursed exceeds the monthly pay plus D.A. of a Government servant in a financial year, the Essentiality Certificate issued by an Authorised Medical Attendant in the Medical reimbursement bills should be countersigned by a Civil Surgeon.

(Govt. Letter No. 22065|TI|80-2, H. & F.W., dated 4th July 1981.)

(iv) The medical reimbursement claims and the Essentiality certificate should be made in the prescribed forms.

(Rule 29-A (1) of T.N.M.A. Rules.)

(v) The period of treatment and the nature of illness should be noted in the essentiality certificate.

(Rule 29-A (1) of T.N.M.A. Rules.)

(vi) In the case of treatment of Diabetes, the date of first detection of the disease should be indicated in the essentiality certificate.

(G.O. Ms. No. 1661, H.&F.W., dated 25th June 1963.)

(vii) Reimbursement of cost of medicines for treatment of Diabetes beyond the initial stage of three months is subject to the production of sugar test report once in a year.

(G.O. Ms. No. 16, Health, dated 3rd January 1974.)

(viii) No reimbursement is allowed in cases of medicines included in the lists of inadmissible medicines published by the Government from time to time.

(ix) All cash memoranda and Essentiality certificate should be countersigned by the Medical Officer.

[Note 2 (iii) under Rule 29 (A) of T.N.M.A. Rules.]

The Authorised Medical Attendant should furnish his Registered Number in essentiality certificate.

(x) The Office seal of the Hospital to which the Authorised Medical Attendant is attached should be affixed in the Essentiality certificate.

[Rule 29 (A) of Tamil Nadu Medical Allowance—Rules, read with Government letter No. 8308/TI/82-8, H.&F.W., dated the 17th September 1982.]

(xi) The cash memoranda should be cancelled and the words "Rs. .... admitted have to be recorded in red ink.

(Government Memo. No. 43264/H9/71-9, Health, dated 28th February 1972.)

(xii) Reimbursement of the cost of medicines in full is admissible if the bill for reimbursement is preferred within three months from the date of purchase of the medicines.

(xiii) A 15 per cent cut will be imposed if a bill is preferred after three months from the date of purchase of medicines.

(xiv) No reimbursement is permissible if a bill is not preferred within a period of one year from the date of purchase of medicines.

(xv) The expenditure incurred on the purchase of special and expensive drugs by the Government servants and employees of local bodies, who die while undergoing treatment will be reimbursed to the wife, children, legal heir or heirs of the Government servants.

(G.O. Ms. No. 2380, Health, dated the 19th December 1969.)

(xvi) Reimbursement of medical expenses on *Veneral Diseases Delirium Treatment* is not permissible.

(G.O. Ms. No. 1281, Health, dated 7th April 1956.)

Register of Medical Expenses.—The Office procedure section shall also maintain a Register of Medical expenses in the prescribed form, employee-wise. The entries should be checked once a quarter by the sanctioning authority to detect any malpractices.

[*Vide* (1) G.O. Ms. No. 367, H.&F.W., dated 10th February 1977,
(2) Govt. Memo. No. 33699|TI|77-14, Health, dated 29th May 1978 and
(3) Govt. Memo. No. 54507|TI|78, Health, dated 30th September 1978.]

CHAPTER XXIV.

SECRETARIAT LIBRARY.

577. The Secretariat Library is a general reference library for all Depaments of the Secretariat and for all Government offices in Madras City.

578. *Control.*—The Library is attached to the Public Department and is under the immediate control of the Under Secretary, Public Department.

Purchase of books, periodicals, etc., for the Library shall be sanctioned by the Chief Secretary or the Under Secretary, Public Department. The bills in respect of such purchases will be passed by the Under Secretary.

579. *Duties of the Librarian.*—The Librarian is responsible for the proper performance of all items of work connected with the Library and for seeing that the staff under him carries out his duties satisfactorily.

He should see that all registers are correctly maintained, that books are supplied promptly and their return carefully watched. He should particularly see that the correction work is punctually and correctly attended to by the Assistant Section Officer entrusted with that duty.

He should see that unauthorised persons are not allowed to enter the Library.

He should see that the doors of all the almirahs are so closed as to secure them from damptand insects. The catches in the almirahs must be pushed home after a Record Clerk or Assistant Section Officer has had occasion to open an almirah.

He should before leaving the office satisfy himself that all the exits from and the entrances to the Libary are properly secured. He should also be the custodian of all the keys used in the Library.

580. *Library correspondence—Register and filing.*—Currents received or arising in the Library are stamped with the Library date stamp and given serial current numbers and registered in the Personal Register. They are dealt with like office files and kept in the Library.

581. *Disposal.*—Correspondence and orders of an important nature or of permanent interest will be recorded for future reference in Government orders of the Public Department. Correspondence relating to the purchase of books, etc., and payment of bills will be preserved during the official year in which correspondence was closed and will be destroyed in May following that year. All other correspondence will be destroyed immediately after it is closed.

582. *Receipt of books and periodicals—Registry.*—Every publication received in the Library should be stamped with the Library date stamp on its title page and also on the outer cover wherever possible, and will be entered in the register maintained for the purpose (Form Ch. S. III-5 and 7).

The Librarian should submit the registers along with the invoices or bills of payment of the cost of the books to the Under Secretary, Public Department, who should check the entries in the registers with the bills or invoices.

583. *Transmission of publications not intended for Library.*—Publications received in the Library which are obviously not intended for it shall be marked by the Librarian, for the correct department or officer, to whom they shall be immediately forwarded.

584. *Books to be maintained in the Library.*—As a general rule, not more than one copy of a work of general interest shall be placed in the Library. The number of copies of the publications of the several Governments to be maintained in the Library is as shown in Appendix XVIII, but in the case of books of general interest and of those not mentioned in the appendix, the latest available edition alone should be retained, copies of the older editions being treated and disposed of as surplus. In January each year copies in excess of the numbers and older than the years specified in the appendix should be sent to the Tamil Nadu Archives. Any copies in excess of the numbers required to be transferred will be disposed of periodically by sale or otherwise under the orders of the Under Secretary, Public Department.

585. *Stocking of books and publications and their distribution.*—Copies of books and publications will not be stocked in the Library for the Departments of the Secretariat nor will their distribution be undertaken by the Library.

586. *Accession lists—Printing and circulation of accession lists.*—The Librarian will enter on slips the titles of the new arrivals at the end of every quarter. These slips are collected and arranged alphabetically according to subjects and the list is issued every quarter and copies are circulated to the Secretary to the Governor and officers of the Secretariat not later than the 15th of the month succeeding that quarter.

587. A spare copy of each quarterly list of accessions will be filed in the Library; these will be bound up at the end of the year.

588. *Catalogue—Catalogue of new books.*—Card catalogues are maintained in the Library in a cabinet for the reference of the Readers. The necessary additions to them will be made immediately after new books are received and catalogued in the Library. The books will be placed in the shelves after being catalogued and given the number of that class. The classes of catalogue which consist of annual and other periodical publications, such as general and departmental administration reports are not numbered, the books being arranged in the Library almirahs in accordance with the date of their publication. Journals and magazines are not catalogued unless they are ordered to be retained in the Library permanently.

589. *Card Indexing.*—Immediately a new book is received it must be catalogued, card-indexed and the cards placed in the appropriate card-index cabinets. The Librarian should write in bold type on the left hand top corner of the first card-index the main subject, title, number and class of the book in suitable order. Books may be cross-indexed under more than one subject head if necessary. Those index cards are placed in the "Subject Cards Index Cabinet".

The Librarian should write in bold type in another index card the surname of the author, the Christian name or initials and the full title of the book. These index cards are placed in the "Author Card-Index Cabinet".

In the case of various admininstration reports and periodicals received regularly, every unit of a series need not be entered in the index card. There will be one card for the whole set. It is essential that new books be catalogued and card-indexed immediately they are received and to see that this is done, is one of the Librarian's chief duties.

590. *Issue of books from the Library—General Rules.*—The following rules regulate the issue of books from, and their return to, the Library :—

(1) Books may be lent from the Library to—

(a) Governor;

(*b*) Ministers ;

(*c*) Officers and staff of the Departments of the Secretariat who are either permanent or have put in more than one year of regular service.

(*d*) Heads of Departments.

(2) M.L.As. and M.Ps. of the Tamil Nadu may only consult books in the Library and will not be permitted to take books outside the Library.

(3) The books may be taken on surrendering the borrowers library ticket and special loans may be had on requisition slips.

(4) Application for membership shall be made in the prescribed admission card. This can be obtained from the Library. In the case of Officers below the rank of Under Secretary the admission card shall be countersigned by the Section Officer of the Establishment section of the department concerned.

(5) Officers of the rank of Under Secretary and above shall be issued three borrowers tickets and others one borrower ticket which will be deposited in the Library when books are borrowed.

(6) A lost ticket can be replaced without fee but the borrower shall be required to inform the Library immediately of its loss and apply for a new ticket through his office. The borrower shall be responsible for the book drawn on the ticket.

(7) The period of loan of a book shall, ordinarily, be 14 days at a time. Loans may be renewed at the discretion of the Librarian for a period of one weak at a time for two weeks provided that—

(*a*) the request for the renewal of loan reaches the Librarian before the date of expiry of the loan ; and

(*b*) no other reader has applied for the book in the mean time.

Books are, however, liable to be recalled within the period of loan, if there is a special demand for them for official use.

(8) Reminders for books are usually sent as soon as they are overdue though this is not obligatory.

(9) A fine of 25 paise per week or part thereof will be recovered, if the book is not returned within the prescribed time.

(10) In case a book is damaged or lost, the member shall pay the cost of its replacement to the Library. If the amount is not paid within a month, it shall be recovered from him through the Department who recommended his membership.

(11) If one book of a set is damaged or lost, the member concerned shall be liable to rep'ace the whole set.

(12) Price of rare or out of print books will be assessed by the Librarian.

(13) Borrowers are required to keep the books in good condition. They are not to fold or stain the leaves and not to make pencil or other marks upon them. They must take the earliest opportunity of reporting to the Librarian and damage or injury done to the books they have borrowed ; otherwise they will be held responsible for the damaged books and asked to pay the cost of the new book.

(14) Files shall not be sent to the Librarian for putting up the books required for disposal. This is no part of the Librarian's duties and such files sent to him will be returned to the department with a note indicating the correct procedure.

(15) Books taken for official use must be requisitioned by an officer of the rank of Under Secretary and above. Separate application forms shall be used for books required for different files.

(16) Books borrowed for official use shall not be put up in files. Only extracts of the required portion shall be taken and put up in the files.

(17) Books borrowed from the Library by Departments of the Secretariat must not be sent to other officers without the special permission of the Under Secretary to Government, Public Department.

(18) All applications for books must be signed in full. In the case of the Governor and Ministers, applications for books may be sent by their Personal Assistants in the prescribed form.

(19) Any change in the address of the borrowers must be intimated to the Librarian.

(20) Encyclopaedia, Dictionaries, Gazetteer, Acts and Codes and other books of 'reference' value will not be lent out of the Library premises.

(21) The Office Procedures section of each department should insist on a clearance certificate from the Library that the staff who relinquishes his appointment in the Secretariat has returned all books borrowed from the Library and also surrendered the ticket to the Library.

(22) The Borrowers tickets shall be surrendered to the Library when a borrower retires or is transferred from the city.

591. *Consultation of books in the Library.*—The privilege consulting books in the Secretariat Library, without removing them, may, if applied for, be allowed to :—

(*a*) those mentioned in rule (1) of the rules in paragraph 590.

(*b*) Any 'A' and 'B' Group Officer other than those included in that rule ; and

(*c*) Any non-official including M.L.As. and M.Ps. of Tamil Nadu provided that the non-officials, other than the M.L.As., M.Ps. of Tamil Nadu shall be allowed the privilege only on production of an authorisation from the Under Secretary, Public Department or the Chief Secretary.

592. *Issue of books from Library—(Browne charging system).*—A book is issued to a borrower on production of the library ticket. The book card is removed from the book pocket and inserted in the Library ticket of the borrower, which will be kept in the counter till he returns the book. After affixing the date stamp for the return of the book on the date lable, the book is issued to the borrower. When the book is returned, the staff at the counter, will remove the book card from the library ticket of the borrower and insert it in the pocket of the book and send it for replacement in the rack. The library ticket is given back to the borrower as and when he returns the books so that he may take another book.

593. *Restoration of books returned.*—When books are returned they must be immediately put back in their proper places on the shelves.

594. *Issue of books to Ministers.*—In the case of books lent to the Ministers, the Personal Assistants or Personal Clerk, as the case may be, will be held responsible for any loss of books and the acknowledgment of the Senior Personal Assistants or Junior Personal Assistants should be taken when books are issued from the Library.

595. *Loan of books from the Connemara Public Library—Application for books.*—In cases where a book asked for by any of the officers mentioned in rule 1 (*a*) to (*c*) and (*e*) of rules in paragraph 324 is not available in the Library, such officers may, if the case is of special importance, require the Librarian to obtain a copy of the book from the Connemara Public Library. The Librarian will then forward to that Library a requisition in the form prescribed in G.O. No. 2391, Education, dated 13th October 1937 (C.F. 248). This requisition will be signed by the Under Secretary, Public Department in the cases of the Governor and Ministers and by the Officer concerned in other cases.

596. *Registry of books received.*—Books received thus from the Connemara Public Library will be entered in a register by the Librarian who will personally verify the existence of the books once a month until they are returned to him.

597. *List of books not returned.*—The Librarian of the Connemara Public Library will send a quarterly list of books outstanding against each department of the Secretariat. The Librarian of the Secretariat Library will note in the case of each item why it is still outstanding. The list with his explanatory note endorsed on it will be returned to the Connemara Public Library over the signature of an Officer of Group 'A' or 'B'.

598. *Acquisition of books for the Library.*—A Committee consisting of 3 or 4 Secretaries constituted by the Chief Secretary every year for acquisition of books for the Secretariat Library meets once in two or three months, as the case may be, to select books. The suggestions received from the Officers and staff, the book reviews and also the books bought on approval basis, etc., are placed before the Committee for consideration. The Committee, after considering the reviews, suggestions, etc., selects the books for purchase for the Secretariat Library and approve the orders for purchase.

599. *Watching the receipt of other Government publications.*—The Librarian should watch the receipt of the annual administration reports (both general and departmental), civil lists and other periodicals of the Government of India, and other State Governments and Administrations. Immediate action should be taken on any irregularity in their supply.

Copies of other Government publications should on receipt be sent to the Secretariat Department most directly concerned with their subject before they are retained in the Library.

600. *Purchase of books for Ministers.*—Books for constant reference required for the use of the departments and the officers of the Secretariat are purchased by the respective departments from their office contingencies. Those required by Ministers are purchased by the Librarian under the orders of the Under Secretary, Public Department and their cost debited to the head "2013.00 Council of Ministers—800. Other expenditure-I Non-Plan-AA. Other expenditure —04. Office expenses—2. Other contingencies" (D.P. Code 2013.00 800 AA 0425) in the budget allotment reserved for Ministers.

601. *Scrutiny of bills.*—The Librarian should scrutinize every bill for books and periodicals bought and submit it to the Under Secretary, Public Department for an order of payment. It will be then passed on to the Public (Bills) Section after noting the amount of the bills and other particulars in the registers maintained for the purpose. The Librarian should examine the registers frequently to see that the budget provision for books and periodicals is not exceeded.

602. *List of newspapers ana periodicals.*—The Librarian will maintain a list corrected up to date, of all newspapers and periodicals acquired for the Secretariat Library and for the perusal of Ministers; their cost and other particulars will be noted in the register maintained for the purpose.

603. *Circulation of periodical publications—Submission of list of periodicals to officers.*—A list of periodicals which are subscribed for in the Library will be maintained by the Librarian. Whenever there is a change in the personnel of Ministers or officers of the Secretariat, the list will be submitted to the new officer and his wishes ascertained as to the circulation of any of the periodicals in the list. When the list is returned, necessary entries will be made in a register maintained for the purpose.

604. *Circulation and return of periodicals.*—As soon as a Periodical is received in the Library, it will be entered in the Periodical Register (From Secretariat-I (F)-(iii)-3). A slip will be pasted over the wrapper and the date of its receipt noted and will be placed in the Lunch Rooms (Junior and Senior) for the perusal of the officers.

The periodicals thus placed will not be removed from the Lunch Room until replaced by later issues. The old issues will be issued to such of the officers as require them.

605. *Treatment of periodicals after perusal.*—Periodicals returned from circulation are lodged in the Library and then sold as newspaper after the expiry of the period fixed for their retention.

606. *Newspaper files.*—Newspapers and other periodicals supplied to Ministers will after perusal, be forwarded by their Junior Personal Assistants to the Library. The files of newspapers maintained in the Library are made up from the papers thus received. These files will be kept for one year in the Library and then sold as newspaper.

607. *Examination of newspaper files.*—The Librarian will examine the newspaper files once a fortnight to see, if issues up to the end of the previous fortnight are complete and shall take prompt measures to replace missing numbers.

608. *Correction of Codes, Manuals, etc.*—The Librarian will see that all books of reference in the Library are kept corrected up-to-date. The books should be corrected within a week of the receipt of correction slips.

609. *Check on corrections.*—A register showing the progress of corrections made shall be maintained and the Librarian will examine this periodically and initial it in token of having done so.

610. The Librarian will distribute promptly to the sections of the Public Department correction slips intended for them received in the Library. The date of receipt of correction slips and the date of their despatch to sections should be noted in the register. The pasting of correction slips in the reference books in the sections will be attended to by the sections themselves.

611. *Mode of correction.*—Correction work shall, as far as possible be done by pasting slips over the amended articles. If a slip cancels or modifies part of a book, the part cancelled or superseded must be scored out and the number of the correction slip should be noted in red ink in the margin against it. The same rule applies when one correction slip cancels or modifies a previous one.

When a book is corrected, the number of the correction slips with their dates and the date of correction shall be entered in the printed form at the end of the book for noting such details, or if there is no such form in the blank sheet at the end.

612. *Reference books of Ministers.*—The Senior Personal Assistants or Junior Personal Assistants of Ministers should maintain a list of the books kept for permanent reference at the office as well as at the residences of Ministers. One copy of this list will be kept in the room of the Minister, another copy by the Senior Personal Assistant or Junior Personal Assistant and a third by the Librarian.

613. The list should be checked and certified as correct by the Senior Personal Assistants or Junior Personal Assistants—

(*a*) annually on the 15th January;

(*b*) whenever there is a change of portfolios among ministers necessitating a transfer of books from one Minister to another; and

(*c*) whenever there is a change in the personnel of the Junior Personal Assistants.

Should any book be found missing, the fact should be reported to the Librarian who will take the orders of the officer-in-charge of the Library and supply a new copy, if necessary.

614. Whenever books not considered necessary for frequent reference are ordered by Ministers to be returned to the Library, they should be sent to the Librarian with a note by the Junior Personal Assistants stating that the books have been struck out of the two lists. The Librarian will also correct his list.

Books borrowed from the Library, from time to time, for occasional reference will not be included in this list.

615. The Junior Personal Assistants are responsible for keeping corrected up to date books of reference in the office rooms and residences of Ministers.

616. *Tamil Nadu Government Gazette.*—Three copies of the Tamil Nadu Government Gazette are received in the Secretariat Library. A copy of the latest issue of the gazette will be put in a clampex file and kept at the counter for reference by the Assistant Section Officer and Section Officers of the Secretariat. This will not be removed until replaced by a later issue.

Another copy is circulated to the Chief Minister, officers and sections of the Public Department and on its return from circulation will be filed in the Library. The remaining one copy will be filed chronologically according to 'parts'. Two sets of the Tamil Nadu Government Gazette will be bound at the end of each half-year.

617. *"Gazette of India".*—One copy of the "Gazette of India" is received in the Secretariat Library and circulated to the Chief Secretary and other officers of Public Department. This will be bound at the end of each half-year.

618. *District Gazettes.*—One copy of each District Gazette is received in the Library from the Revenue Department. It will be kept in the Library till the end of the year following that to which it relates and then sold.

619. *Disposal of surplus books.*—As soon as a sufficient quantity of surplus books and waste paper has accumulated in the Library, it should be sent to the waste-paper room.

The Librarian should entrust an Assistant Section Officer to make a list of books marked " surplus ". The list should be submitted to the Under Secretary, Public Department for approval.

Periodical notices should be sent round to Departments of the Secretariat and all offices in Madras City intimating that surplus books have been put aside and that any officer interested in them may personally or through a deputy inspect those books on days of the week and at hours fixed by the Librarian. Such officers or their deputies should make out duplicate lists of the surplus books they want, and one of these lists should be submitted to the Under Secretary, Public Department for sanction. After his sanction has been obtained, the officers taking the books should themselves make all arrangements for their removal. Any officer requiring books for his private use will have to pay the price that may be fixed by the Under Secretary, Public Department but no charge will be made for books removed by officers for reference or use in their offices. Any surplus books that remain after all such applications have been dealt with should be sold by auction. Books that have not been made available for public should not be sold but should be torn and sold with other waste paper.

The covers of books, reports, etc., to be treated as waste paper should be detached and sent to the Government Press to be used in binding work. If they are not fit for such use they should be sold with other waste paper.

620. *Destruction of registers.*—The following registers maintained in the Secretariat Library will be disposed of as shown below :—

(1) *Personal Register.*—A fresh one will be opened every year, the retention period will be the same as for other Personal Registers.

(2) " Accession Register of books to the Secretariat Library will be maintained to account for the new books added to the Library."

(3) Register of receipt and circulation of periodicals will be kept in the Library for two years.

(4) Register of books received from the Connemara Public Library will be kept in the Library for two years.

(5) Periodical Payment Register will be kept in the Library for two years.

(6) Register of corrections will be kept in the Library for two years.

621. *Stock-taking of books.*—The stock-taking of books in the Secretariat Library will be spread over the year. A reminder for every quarter should be sent for the pending books. Before stock-taking, all officers, the Departments of the Secretariat and other offices in the City should be asked to return the books borrowed by them. Where the return of any particular book is not possible, the officers concerned should be asked to furnish the Librarian with a list of such books and with a certificate that the books are actually in their possession.

CHAPTER XXV.

MISCELLANEOUS.

622. *Press cuttings.*—The duty of perusing and marking cuttings from the principal newspapers and periodicals published in the State is undertaken by the Director of Information and Public Relations and for this purpose, he will subscribe for such papers as are sanctioned by the Government from time to time. A list of these papers is given in Appendix XXII.

Cuttings of articles which appear to be of a character requiring preventive or punitive action are dealt with in the Public (Law and Order) Department, cuttings for action or information are sent by the Director of Information and Public Relations to the Public (Law and Order) Department or to the administrative department of the Secretariat concerned, as the case may be. It will be for the latter to pass on any cutting to the Head of the Department concerned if it is of sufficient importance whether or not it considers further action to be necessary. Cuttings are circulated direct to the Ministers also by the Director of Information and Public Relations.

623. *Release of information to the press.*—The Chief Minister will hold periodical Press Conferences and any information that has to be released to the Press will be conveyed by him at these conferences or through the Press Releases issued by the Director of Information and Public Relations. Secretaries to Government or any other officer should not give any information to the Press direct unless specifically asked to do so by the Ministers concerned in any particular case or cases. In other cases the departments of Secretariat should send important news items intended for release to the press to the Director of Information and Public Relations who will take further action in the matter.

Press Communiques or Press Notes contradicting criticisms or explaining any particular point of view will not ordinarily be issued. All such explanatory statements and contradictions will be conveyed only at the Press Conferences convened by the Chief Minister unless such statement or contradiction is urgently necessary in which case it can be issued through the Director of Information and Public Relations after approval by Government.

All Government Orders Communications issued by the Departments of Secretariat, which contain News value should be sent to the Director of Information and Public Relations by name, who in turn will scrutinise the news-item and release to the press. A narrative note explaining the circumstances under which such Government Orders Communications are issued or a narrative note on the object of issuing such Government Orders should be sent along with the Government Order to the Director of Information and Public Relations to enable him to give wide publicity for such orders. The Section Officer concerned should keep a watch and obtain specific orders of the Deputy Secretary concerned in the files whether Government Orders Communications need be communicated to the Director of Information and Public Relations at the time of issue.

624. *Administration reports-publication-procedure.*—The following system should be adopted in regard to the publication of Departmental Administration Reports.

An advance copy of the report will be sent by the Director of Stationery and Printing, Madras to the Chief Secretary to Government a week before the date fixed for the publication specifying the date on which the report will be published. Another copy will be sent at the same time to the Director of Information and

Public Relations through the department concerned. The department concerned should transmit it without delay to the Director of Information and Public Relations together with a Explanatory notes written in narrative style summarising the points in the report to which it is considered that the attention of the Press should be drawn. The Explanatory notes should not merely draw attention certain paragraphs in the report. In cases where the report is published in advance before it is reviewed by the Government, the Explanatory notes should be prepared as soon as the report is received in the Secretariat and in other cases as soon as the review is approved so that it will be ready when the report has been printed. The draft of the Memorandum should be sent to the Director of Information and Public Relations in advance so that he may suggest changes, if any, are at all called for. The Departments should also prepare and supply to the Director of Information and Public Relations for use of newspapers, brief summaries of orders reviewing the reports, if such orders are long or complicated.

Sixty-five advance copies of the reports intended for the distribution to the Information and Tourism Department, newspapers and news agencies mentioned in Appendix XXIII should be sent by the Director of Stationery and Printing, Madras to the Director of Information and Public Relations three clear days before the date specified for their publication.

If the department concerned considers it necessary to send copies of the report to addressees other than those mentioned in Appendix XXIII they may include them in the distribution list maintained by them and arrange for their despatch direct by the Director of Stationery and Printing.

625. *Publicity-procedure.*—There is a difference between the amount of publicity given to a Press Communique and a Press Note. The difference between them is broadly one of importance but the following considerations also enter into it. In a Press Note the Government take a passive or defensive attitude or reply to criticism or explain or give facts and figures to amplify or expound their declared policy whereas in a Press Communique the Government take an active aggressive attitude or respond to a given situation or express dynamic action or demonstrate how they discharge their responsibility.

It is unnecessary to publish all Press Communiques in the *Tamil Nadu Government Gazette* as they get sufficient publicity from the Press, but such publications may be arranged by the administrative department of the Secretariat concerned if necessary.

626. (*a*) All matters for publication in the Press (except administration reports and similar publications and the reviews thereon placed at the disposal of the Press) should be marked either " Press Communique " or " Press Note ". The following systems should be adopted :—

Press Communiques and Press Notes.—As soon as Press Communiques and Press Notes are drafted by the Departments of the Secretariat, they should send the file to the Director of Information and Public Relations for perusal, before circulation, since the Director of Information and Public Relations is responsible for the manner of presentation of the information that is published in a Press Note or Press Communique. After the draft is approved in circulation, Department of the Secretariat should arrange to send the file to the Director of Information and Public Relations marked for issue. The Director after giving a serial number will arrange to have copies taken of all such papers received upto 3 p.m. each day and have them despatched by special messenger or by post to the press and news agencies the same day. Copies will also be handed over in person by the Director to such of the Press reporters as meet him daily. Copies of press notes and Press Communiques will normally be

supplied to all dailies in the State irrespective of their circulation or tone or of the fact whether they request for such supply. Copies will be given to news magazines at the discretion of the Director of Information and Public Relations, technical or specialized magazines being supplied only with press materials dealing with the subject in which they are interested. A list of addresses to whom Press Communiques and Press Notes are distributed is given in Appendix XXIII.

If it is essential to issue a Press Communique or Press Note after 3 p.m. the department concerned should consult the Director of Information and Public Relations in the matter. Press Communiques and Press Notes received in the Information and Tourism department on or after 3 p.m. which do not contain the Director's order for issue the same day will be retained in the department for being numbered serially and issued on the following working day.

Press releases.—Press releases are issued by the Director of Information and Public Relations based on orders passed by the Government. For this purpose the Departments of the Secretariat should furnish the Director of Information and Public Relations copies of such orders passed by the Government as may have news of publicity value. These releases contain a gist of these orders and are not given as wide a publicity as is given to Press Communique's and Press Notes.

(*b*) Occasionally it may be found necessary to issue "Unofficial Press Notes", that is information supplied to the Press for their use in making comments but which will not be published as a communication issued by the Government. These would probably not be issued in writing, but their substance would be communicated orally by the Director of Information and Public Relations.

(*c*) The Director of Information and Public Relations will attend to all general matters connected with Government publicity which cannot be properly allotted to any particular department. The services of the Director of Information and Public Relations may also be availed of to assist them, if they so desire in presenting information intended for publication in a form suitable to the Press. If they desire that a particular matter put up by them for publicity should receive special attention of the Press they should so indicate it in copy sent to the Director of Information and Public Relations who will carry out the wishes of the departments concerned as far as is practicable.

(*d*) Newspapers to which Press Communiques and Press Notes are distributed are apt to ignore them, if they are too long or complicated. In order to secure maximum publicity the Departments of the Secretariat are requested to prepare brief summaries for the use of newspapers of long or complicated Press Communiques and Press Notes issued by them and to forward them to the Director of Information and Public Relations along with the Press Communiques or Press Notes for distribution to the newspapers.

627. *Release of Government Advertisements.*—The following procedure should be adopted in regard to the release of Government advertisements.

When it is found necessary to initiate an advertisement, either casual or serial, the department concerned should after securing the necessary financial sanction, send up the matter to the Director of Information and Public Relations with its advice as to the particular section of the Press in which it should appear. As many copies of the advertisements as are required for the several sections of the Press should be furnished together with one copy for the Director of Information and Public Relations. This will then be registered in that department and

released to the press as far as practicable, according to the advice of the department to whom a copy of the order will be sent. In advertisements involving the preparation of blocks, departments will make their own arrangements for making the blocks and sending them direct to the press which has been selected by the Director of Information and Public Relations. The press will be directed to collect the advertisement charges from the department direct and it will be the responsibility of the department to watch the advertisements and settle the bill. If a department wishes to advertise in anticipation of financial sanction, it may send up such advertisements to the Director of Information and Public Relations in advance; but it should be on its own responsibility. The Director of Information and Public Relations will be responsible only for passing the matters on to the press.

628. *Tours of Minister.*—(1) When a Minister decides to go on tour it is the duty of his Personal Assistant to Communicate to departments of the Secretariat copies of the tour programme and also the orders of the Minister concerned as to circulation of papers during his absence from headquarters. These copies will be circulated at once to the officers and then filed by the Assistant-in-charge of circulation for ready reference.

(2) The following procedure should be followed for the control of expenditure incurred on tours of Ministers :

(*a*) The Central Cash Bureau should maintain a progressive account of the expenditure incurred on the tours of Ministers and their staff.

(*b*) Immediately a tour is decided on by a Minister his Personal Assistant should furnish a copy of the tour programme to the Central Cash Bureau.

(*c*) Immediately a tour is over the Personal Assistant should furnish to the Public (Bills) Section a rough estimate of the expense incurred by the Minister and his staff.

(*d*) In the first week of every month or as soon thereafter as possible the account referred to in sub-paragraph (*a*) above should be submitted by the Section Officer, Bills Section, to the Under Secretary, Public Department and to the Chief Secretary with a summary statement and after their approval copies of the statement should be submitted simultaneously to each Minister. This will keep the Ministers informed of how the expenditure stands against the grant and what balance is available for their further tours.

(3) The Personal Assistant to a Minister should maintain a record of all tour programmes of the Minister neatly arranged date-war and send it at the end of each year to the Central Record Branch properly docketed.

629. *Presents to Basic Servants.*—The practice of Last Grade Government Servants employed in the Secretariat collecting sub-scriptions and donations from officers and staff of the Secretariat on such occasions as festivals is prohibited. Donation from officers and staff may be collected once a year immediately before Pongal and the Section Officer of the Office Procedures section may arrange for the collection of the pecuniary presents which officers and staff desire to give to the Basic Servants and their distribution according to practice, obtaining in the department, submitting the collected list and the distribution list when signed, to the Assistant Secretary.

Office Assistants, Watch and Ward and Conservancy staff, are strictly prohibited from soliciting tips from visitors and others ; any one found to be doing so is liable to be severely dealt with.

It is the duty of the Section Officer of the Office Procedures section, to translate this rule to Basic Servants on first appointment.

630. *Use of file boards and circulation cards*—(i) *Different classes of boards and circulation cards.*—The following colours are used for the flaps of flat file boards and for circulation cards :—

	Boards	*Cards
Ordinary	XXX 1	Y 1
Urgent	XXX 2	Y 2
Special	XXX 3	Y 3
Legislative Assembly	XXX 4	Y 4

XXX 1	Buff with white tape	Y 1	White
XXX 2	Buff with red tape	Y 2	Pink
XXX 3	Blue	Y 3	Blue
XXX 4	Yellow	Y 4	Yellow

*For want of sufficient coloured cards, white cards with the words "Urgent" "Special" "Immediate" and "Legislative" boldly printed on them in red ink are used now.

The Section Officer of each section will decide in what category each case is to be classed for purposes of submission to officers of the rank of Under Secretary and above of the department or reference to other departments.

(ii) *Use of Blue Boards or Cards.*—No case should be marked "Special" before circulation to the Governor or a Minister without an order in writing on the file by a Secretary or any other officer of the rank of Under Secretary and above ordering the circulation of the file.

"Special" files should be sent to the residences of Ministers only in circumstances which are exceptional. Full justification should be noted on the file by the secretary personally if he considers it essential to obtain orders at once and he should mark not only the date but the time at which he passes such a file for a Minister.

As regards other officers, special files should not be sent to their residence after office hours unless the nature of the case is such that it must be dealt with at once and orders issued the same day or before 11 a.m. the next day.

Files may be marked "Special in office" with more freedom. The blue special board or card indicates that the case is of such special urgency that the officer or Minister concerned ought to lay aside everything else and deal with it and whatever time of day or night it may reach him. This board or card should therefore be used very sparingly. Any case in a blue pad or in a box bearing a card of this colour should be entrusted to a special Office Assistant with instructions to wait till the officer to who it is addressed has dealt with it, and if it is marked for more than one officer or Minister to take it to them all in turn without any delay whatever. If the Minister's Junior Personal Assistant or Senior Personal Assistant is on duty, he will take the case at once to the Minister and withdraw his attention to the fact that the Office Assistant is waiting for it ; the Junior Personal Assistant or Senior Personal Assistant should return the case to the Office Assistant as soon as the Minister has noted on it.

(iii) *Use of "Yellow" Boards or Cards.*—A yellow board or card may be used in the following circumstances :—

(*a*) For a case relating to a question to be asked in the Legislative Assembly.

(*b*) For case relating to a resolution to be moved in the Legislative Assembly for the reduction of a budget grant, before it is moved.

(*c*) For a case relating to a resolution in the Legislative Assembly after it has been successful in the ballot and before it is moved.

A case relating to a question or resolution in the Legislative Assembly shall be dealt with in the same manner "ordinary", "urgent" or "special" as other cases at other times, i.e., after the question has been answered or before a resolution of the class mentioned in the clause (*c*) has been successful in the ballot or after the discussion of a resolution in the Legislative Assembly has closed.

"(iv) The Office Procedure sections of all Department of Secretariat shall place necessary advance annual indents with the Director of Stationery and Printing, Madras for supply of necessary "Boards" and "cards" as mentioned in such paragraph (i) above, based on its annual requirement and arrange to supply them to the officers and sections of the Department for the uninterrupted use in day to day work, to enable them to differentiate the "urgent" and "special" files from the routine files. The Section Officers of the sections shall ensure the proper "boards" and "cards" are used, while submitting the files to officers/Ministers, etc."

631. *Economy in use of stationery.*—(i) All members of the establishment should use Government stationery as economically as possible.

Section Officers of sections and branches will be held responsible for seeing that this is observed.

(ii) After tappals are opened, the Assistant in-charge of tappal should see that the empty brown envelopes are sent to the Central Despatch Branch for use.

(iii) Assistant Section Officer and Section Officers should not use ruled paper for writing rough drafts or for jotting down points. Cheapest paper, one-sided copies of old proofs, backs of old forms or soiled unused sheets removed from disposed of cases may be utilized.

(iv) Ruled paper or forms should not be cut and used as slips.

(v) Telegrams, telephone messages or demi-officials should not be pasted on another paper. Slips sent down by officers need not be pasted on a clean sheet of paper, unless they are so important as to form part of a main file.

Newspaper cuttings should generally be pasted on the printed forms (Sectt. II-51) or on printed paper, but never on ruled paper.

(vi) Record Clerks or Assistants who send put-away papers to Central Record Branch should before doing so remove the flags, paper fasteners and gem clips from them. Spare unused note sheets and current and note file sheets on which entries of back papers, etc., are not made, should also be removed from files for further use.

(vii) Full sheets should not be used for copying brief drafts. Enclosures should be copied on the same paper as the draft. Embossed forms should not be used for fair copying office orders, unofficial notes and notifications to be sent to Director of Stationery and Printing, Government Press for publication in gazette. Manifolding, impression and stencil papers and typewriter ribbons and carbon sheets should be used economically. As the first few copies of cyclo-styled forms are generally not very clear, these copies should be taken on old forms or any paper which has already been printed or written on. Postal articles and telegrams should not be affixed with stamps in excess of the amount required under Postal rules.

(viii) The Section Officer, Central Record Branch should see that tags are removed from records when they are stitched and returned to the O.P. Sections for re-issue.

(ix) Section Officers of sections and branches should every month see to the return of old flat-file boards (i.e., unusable ones without flaps or tape) to the O.P. Sections.

(x) The rules in the Tamil Nadu Stationery Manual and the general orders regarding retrenchment in stationery and printing should be scrupulously followed.

632. *Economy in Expenditure on Contingencies.*—The Under Secretary of each department should take personal interest and ensure that the expenditure on contingencies is reduced to a minimum, consistent with the efficiency of public administration.

633. *Rules regarding grant of copies of official documents.*—A person requiring a search to be made among the records in the Secretariat of the Government of Tamil Nadu or in the Tamil Nadu Archives for the purpose of obtaining a copy of, or extracts from a document shall submit an application for the purpose in writing to the Secretary in the administrative department concerned. The application should bear court-fee stamp to the value of fifty paise. If the application contains requests for copies of or extracts from documents pertaining to more than one department, the request pertaining to that department alone should be dealt with and the applicant should be informed that the other requests should be addressed to the concerned departments of the Secretariat with the required court-fee stamps. Unless the document applied for belongs to the Current Calendar year; it should be accompanied with search fees on the following scale in the shape of court-fee stamps, which will not be refunded in any case, whether the document is found or not or whether copies are eventually granted or not.

(A) When the document belongs to any year prior to the current calender year, but is not more than ten years old—

(*a*) When the applicant gives the date of the document required or the year to which it belongs—

	Rs.P.
(i) For the document applied for, or if more than one document is applied for, for each document included in the same application except those specified in sub-clause (*ii*)—	2.00
(ii) For every document other than the first included in the same application and connected with the same subject.	1.00

(*b*) When the Applicant does not know to which year or period a document belongs—

	Rs.P.
(i) For the document applied for, or if more than one document is applied for, for each document included in the same application except those specified in sub-clause (*ii*)—	
For the first year of search	2.00
For every year other than the first year	1.00
(ii) For every document other than the first included in the same application and connected with the same subject and belonging to the same year	1.00

(B) When the document is more than 10 years old but does not relate to any year prior to 1858—

(*a*) When the applicant gives the date of the document required or the year to which it belongs—

	Rs.P.
(i) For the document applied for, or if more than one document is applied for, for each document included in the same application except those specified in sub-clause (*ii*)—	4.00
(ii) For every document other than the first inccluded in the same application and connected with the same subject	2.00

(*b*) When the applicant does not know to which year or period a document belongs—

	Rs.P.
(i) For the document applied for, or if more than one document is applied for, for each document included in the same application except those specified in sub-clause (*ii*)—	
For the first year of search	4.00
For every year other than the first year	2.00
(ii) For every document other than the first included in the same application and connected with the same subject and belonging to the same year	2.00

(C) When the document belongs to a year prior to 1858—

(*a*) When the applicant gives the date of the document required or the year to which it belongs—

	Rs.P.
(i) For the document applied for, or if more than one document is applied for, for each document included in the same application except those specified in sub-clause (*ii*)—	10.00
(ii) For every document other than the first included in the same application and connected with the same subject and belonging to the same year	5.00

(*b*) When the applicant does not know to which year or period a document belongs—

	Rs.P.
(i) For the document applied for, or if more than one document is applied for, for each document included in the same application, except those specified in sub-clause (ii)—	
For each year of search	10.00
(ii) For every document other than the first included in in the same application and connected with the same subject and belonging to the same year	5.00

A receipt signed by the Under Secretary of the department concerned shall be furnished to every person depositing a search fee.

Notes.—(1) A separate application need not be presented in respect of each document of which copy is required.

(2) Enclosures or annexures to letters, accounts or other documents form part of the documents to which they appeartain and are not reckoned for purposes of search as separate documents.

(3) For all papers filed together and forming a single record only one search fee need be paid ; but in the case of Oke's Registers or Strattion's Report or Circuit Committee Accounts separate search fees shall be levied for each item contained in the same volume.

(4) Search fees shall not be levied on applications for the return of documents.

(5) A search shall not be commenced until the applicant pays the prescribed search fee.

(6) The applicant should spetify in his application the date of the document of which copies are required or the year of period to which the document relates and search will be confined to the year or period specified.

(7) If the applicant is not able to specify the date of the document or the year of period to which the document relates, he should be asked to state the period over which he required the search to be conducted and to pay search fees at the prescribed rates. If the document is found without a search having to be conducted over the full period specified by the applicant, a proportionate refund of the search fees collected shall be made.

(2) *Search for the documents, etc., and grant of copies.*—A search shall be made for the documents applied for in the Central Record Branch or in the Tamil Nadu Archives, as the case may be. If it is not found, a certificate to that effect should be furnished to the applicant. If the document is found, the applicant will not automatically be entitled to a copy or extract. Government will decide in each case whether or not copies of the document can be granted and this will depend on the contents of the document itself, the general principle being that no copy will be granted of any document, official or demi-official, which is either of a confidential character, or, in the opinion of Government of a nature which renders the grant of a copy injurious to the public interest. If Government decide not to grant copies, the applicant will be informed accordingly. If, however, they decide to grant the copies and they are available in print they will be supplied on the payment of the cost of printing them, the amount being ascertained from the Director of Stationery and Printing, Madras. When copies are not available in print, the applicant will be asked to send the requisite number of copy-stamped papers and/or court-fee stamps and/or cash on the scale indicated below :—

(*a*) Where the documents are such as could be copied on copy-stamp papers, both sides of the copy-stamp paper should be used for typing or writing. A maximum of 175 words should be written or typed on the first embosed page of the copy-stamp paper. The copying fee for this page will be 70 P. By suitable ruling a maximum of 30 lines should be written or typed on the reverse side of the copy-stamped paper and a maximum of 240 words should be written or typed on that page at the rate of 8 words for each line. The copying fee to be charged for the reverse side will be as follows :—

When the number of words written or typed does not exceed 175—0.70 P.

When the number of words written or typed exceeds 175—0.90 P.

When the reverse side of the Copy-stamp paper is used, adhesive Court-fee lables of the value of 70 P. or 90 P. as the case may be, should be affixed at the top right hand corner of that side and space should be left at the top left

hand corner for the endorsement of the copyist. (For facility of calculation 24 lines should be taken to be equivalent to one page and, in the case of figures, 5 and 35 figures respectively should be taken to be equivalent to one work and one line.)

(*b*) In the case of statements or extracts from registers which are too large to be copied on two connected sheets of copy-stamped paper, a fee of 70 P. in court-fee stamps for every 175 words or fraction thereof. The applicant will in this case also be asked to furnish good paper suitable for making copies.

(*c*) When owing to temporary shortage of copy-stamp papers, an applicant is not able to furnish the requisite number of such papers, copies may be granted in plain paper affixed with paper court-fee labels. The following procedure should be observed :—

(1) The white paper to be used should be of durable quality and of foolscap size.

(2) The required quantity of white paper, as well as the requisite court-fee labels should be furnished by the parties themselves.

(3) Both the sides of the white paper should be used for transcribing copies. The number of words that can be transcribed on either page will be subject to the following maximum :—

(*a*) First page—175 words.

(*b*) Reverse page—240 words.

(4) The value of the court-fee labels to be affixed to the white paper will be as follows :—

(*a*) When the first page of the paper also is written 70 P.

(*b*) When the reverse or the paper is also written.

(i) for a maximum of 175 words on the reverse page 70 P.

(ii) for words more than 175 on the reverse page—90 P. more (for the whole of the reverse page).

(*d*) in the case of maps or plans a reasonable fee in cash. When the copy-stamped papers, etc., are received, copies will be prepared expeditiously in the administrative department of the Secretariat or, if necessary, as in the case of maps or plans by special arrangements made for the purpose by the department concerned. The copies will be certified as true copies by the Under Secretary or the Deputy Secretary of the department concerned.

(i) If as a result of the document having been typed or copied too closely some of the sheets of copy-stamped paper received from the applicant remain unused they will be sent to the Tahsildar of Madras.

(ii) In casss (*a*) where the number of copy-stamped papers supplied by the applicants is in excess of requirements, (*b*) where an insufficient number of stamps is filed, but the parties fail to supply the additional number of stamps within a given period and (*c*) where stamps are filed for copies of records which are not available in the Office, the stamped papers should be returned to the parties concerned in the manner prescribed in sub-paragraph (5).

(3) Members of the Union Parliament and of the Tamil Nadu Legislature who, during the period of office, require copies of documents for their use as legislators will be exempt from the payment of all fees, etc., for this purpose and, if Government decide to let them have such copies, will be entitled to have them furnished on plain paper.

(4) A list of certified copies ready for delivery shall be pasted on the notice board of the Secretariat and shall remain thereon for one week. The list should be prepared between 3 p.m. and 4.30 p.m. each day and should state the number of the copy of application and the name of the person to whom the copies are to be delivered. The list should be affixed to the notice board immediately after the office re-opens the following day. After expiry of the period the list should be taken down and the copies remaining unclaimed, if any, should be sent to the applicant by post " Service unpaid " in the manner prescribed in sub-paragraph (5).

(5) Applicants for copies of documents should not be asked to pay in advance the cost of despatch in the shape of ordinary postage stamps. Despatch under such stamps constitute an irregularity under the postal rules. Certified copies of documents as well as any unused stamped papers, other than those falling under the last sentence of clause (*d*) (i) of sub-paragraph (2) should be sent in envelopes superscribed " Certified copies—Service unpaid " or " Copy-stamp papers—Service unpaid " or " Certified copies and copy-stamped papers—Service unpaid ", as the case may be.

In the event of any envelope being returned undelivered the postage should be paid by the department concerned from its office contingencies. The cover and its contents should then be retained for two weeks so that, if the addressee appears and applies for the copies in person they may be handed over to him after recovering the cost of the postage paid from contingencies. If he does not so appear, the certified copies should be destroyed and a note of such destruction made in the remarks column of the copy application register against the item concerned. The unused copy-stamp papers, if any should then be sent to the Tahsildar of Madras.

634. *Production of Documents in Civil Courts.*—The procedure laid down in Board's Standing Order No. 174 should be followed in regard to the production of documents called for by Civil Courts. Where a rule nisi is issued by the High Court in a petition for a writ, the records should be sent to the Law Officer concerned appearing on behalf of Government who will produce them in Court after scrutinising the documents and deciding as to which record should be produced in Court. The Registrar, High Court, should simultaneously be informed that the documents will be produced through the Law Officers concerned.

635. *Service Associations Recognized by Government.*—A list of service Associations recognized by the Government of Tamil Nadu is given in Appendix XXIV.

636. *Record of discussions.*—The following principles should be observed while preparing record of discussions of important meetings held at official level:—

(1) There is no need to have a record of discussions if the discussions are casual or informal. In most cases where the discussions take place among officers of the same department there may be no need to prepare a record of the discussion.

(2) (i) Whenever formal discussion are held, particularly with officers of other departments, a brief record should be prepared. This record should contain the views expressed by the leading participants and the decisions arrived at.

(ii) Such record of discussions should be prepared by the officer who may have convened the meeting or by one of his subordinates under his direction.

(iii) Where the officer who has convened the meeting is higher in rank than those who participated in the discussions, and where the officer convening the meeting is of the same status as the other participants or where Secretaries to Government discuss matters with other Secretaries or with important Heads of Departments, such record of discussions shall be prepared by the Governor| Secretary of the Committee.

(iv) The records of such discussions shall be shown to the Chairman and after his approval, it shall be issued to the Members of the Committee. Any amendments/additions shall be communicated by them within three days and these shall be examined by the Secretary/Governor and put up to the Chairman for orders. An addendum/corrigendum shall be issued thereafter.

APPENDICES.

(A Group) 126E-18—36

APPENDIX 1.

(*Vide* paragraph 53, Chapter V.)

II. Recretariate—Personal Register of
Assistant. Section Department.
section officer.

								Reference issued.			Reply or further communication.				
Serial number.	Current number.	Date of receipt by Assistant section officer.	Title.	From whom.	Outside number and date.	Submitted to Officer,	Returned to section.	Form and sub-number.	Date.	To whom.	Current number and date.	From whom.	Outside number and date.	Nature, number and date of final disposal.	Acknowledgement of Record Clerk.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

APPENDIX II.

(*Vide* paragraph 74 of Chapter VI.)

RULES REGARDING THE FORM, ARRANGEMENT AND CONTENTS OF COMMUNICATIONS FROM SUBORDINATE OFFICERS TO GOVERNMENT.

FORM OF COMMUNICATIONS.

I. The paper on which communications are made shall be 13 inches in length and, ordinarily 8½ inches in width; in cases where wider paper is found necessary, the width shall be some multiple of 8½ inches. Enclosures shall be on paper of similar quality and size except where there is special cause to the contrary (e.g., in the case of sketch, plan or original enclosures). Exactness of width is necessary to prevent filed papers from being torn.

II. Papers shall be folded and creased as little as possible. Lengthy communications, or those accompanied by large files or numerous enclosure, shall be sent through the post (unfolded) between thin card-boards! Envelopes intended for flat files shall on no account be used for enclosing communications of less than twelve sheets of foolscap.

III. Plans, maps, etc., which would be damaged by folding shall be despatched in tin tubes or cases. Each plan or map should be provided with a thick inside wrapper in addition to the outer wrapper—not necessarily of the length of the plan or the map indicating clearly the office from which it is sent and the number and date of the letter to which it forms an enclosure.

IV. The name as well as the official designation of an officer shall be set out at the head of every letter, memorandum or proceedings issued by him or from his office on his responsibility, irrespective of any signature which may be given by procuration at the end and irrespective of the authority or person to whom it may be sent. When a copy of a letter, etc., issued by another officer, or from his office on his responsibility is enclosed, the name and official designation of such other officer shall not be omitted from the copy.

ARRANGEMENT OF PAPERS.

V. The arrangement of the papers shall be regulated by the following instructions:—

The letter or proceedings as the case may be, shall be placed first. Below the letter or proceedings shall be placed the enclosures, if any, arranged in chronological order, the earlier papers above and the later below. The whole file shall be connected by a single tag, a hole being bored for that purpose with a punch in the top left-hand corner. The ends of the tag should be left open and should on no account be tied. Pins should never be used.

VI. In cases where one officer transmits a communication to Government through another officer, e.g., the Accountant-General, the fact of the transmission shall be noted immediately below the entry of the designation of the officer to whom it is addressed, e.g., "To the Chief Secretary to Government (through the Accountant-General)". To avoid mistakes in despatching, this entry should be written in red ink, or if typewritten, underlined in red ink.

If there is no enclosure to the original communication, the transmitting officer shall commence his endorsement immediately below the signature of the forwarding officer continuing the endorsement, if necessary, on sheets added to the original communication.

If there are enclosures to the original communications, the transmitting officer shall begin his endorsement on a separate sheet which together with other sheets, if any, containing his communication shall be added after the enclosures of the original communication. In neither case is a second tag to be added by the transmitting officer.

VII. When returning to Government an original communication referred to him for remarks, the officer replying shall maintain the file of papers in order sent to him and shall treat his reply as a fresh communication, tagging it after the original (referred) communication.

VIII. When only enclosures to a Government " Current number " are returned by an officer to whom a reference has been made, these enclosures shall be placed together in the order in which they are received, immediately below his letter and before such further enclosures as he may find necessary to forward with his reply, and shall be guarded by foolscap sheets with the following entry on the face of the first sheet:—

" Original enclosures received with No. dated , returned ".

IX. When a file is voluminous, it may be broken up into two or more portions; enclosures which are of such a nature that they will not readily lie in book form (e.g., sketches and plans) can be kept separate.

X. When enclosures cannot be attached to the communication to which they are enclosures, and are sent to Government in a separate packet, a sheet shall be attached at the top of the file of enclosures by the tag, giving the number and date of the communication to which they refer and the office from which it issued. If this cannot be done, the number, date and office should be entered on an inner wrapper round the enclosure or file of enclosures.

XI. Enclosures shall be clearly numbered at the head of the first page, " Enclosure Nos. 1 and 2, etc., to letter No. , dated ". Statements appended shall be similarly treated. These do not require dockets.

CONTENTS OF COMMUNICATIONS.

XII. Communications addressed to the Government shall, as a rule, be complete in themselves and independent of enclosures. Enclosures of importance can be forwarded but merely for possible reference on points of detail. An exception to the rule here given will be where the case is simple and contained in a few words, and where a brief covering letter or endorsement lays the matter before Government with sufficient clearness. But this method will not be permitted where it indicates want of attention to the matter in hand by the officer addressing Government.

XIII. In forwarding enclosures, it should be noted that they can often be forwarded in original to be returned when no longer required. Also that they should never be forwarded in *extenso* when extracts will suffice.

XIV. When an officer in immediate correspondence with Government has to submit views bassed on those of various subordinate officers, a brief precis of the latter shall, in the majority of cases, accompany the letter written to Government. Such precis can conveniently be in a tabular form.

XV. The Government ordinarily receive communications on different subjects from the officer only who is the head of the executive department

immediately concerned as for instance on a revenue subject from the Commissioner of Revenue Administration only on an educational subject from the Director of School Education or Director of collegiate education, etc. Such officers shall, before submitting reports do their best to make them complete and independent of reference to other departments. Thus where it is plain that the opinion of the Director of Medical Services and Family Welfare or Director of Medical Education will be required by Government before disposing of a paper from the Commissioner of Revenue Administration, the latter office shall consult the Director of Medical Services and Family Welfare or Director of Medical Education prior to addressing Government. Intercommunication between the Executive departments is to be freely adopted before the Government is applied to.

XVI. Correspondence shall be condensed as much as possible and repetition and details shall be avoided.

XVII. Separate letters shall be written on distinct subject.

XVIII. Care shall be taken not to raise general questions or to apply for specific orders in periodical reports.

XIX. When application is made for financial sanction of any sort the code or written authority shall, wherever possible, be quoted.

XX. Demi-official correspondence shall not be quoted in official communications.

XXI. Such previous correspondence as has taken place on the same subject shall be quoted by date and number, adding the department if the paper quoted is a Government Order. In addressing the Government, subordinate officers shall always quote the numbers and dates of Government Orders, where such have been communicated to them, in preference to quoting their own letters included in those orders.

XXII. The unnecessary use of Indian languages, terms in English correspondence shall be avoided. Whenever it may be found necessary to introduce such terms, the equivalent in English shall, if possible, be given. All enclosures in the Indian languages shall be submitted with an English translation.

XXIII. Dates shall ordinarily be given for calendar years alone. If it is necessary to give them according to the fasli (revenue) or other special year the corresponding calendar year shall also be given, and, if necessary, the day and name of the English month.

XXIV. Officers shall adopt an intelligible signature.

XXV. Officers addressing the Government can do so either by letter in the first person, or by endorsement in the third person. The latter of these two courses is permissible in trifling cases only. Tabular statements can be forwarded under the signature merely of the sending officer and without a covering communication.

XXVI. Every letter should be carefully punctuated, the paragraphs should be numbered, and the fair copy made as complete as possible and ready for the press. Marginal notes and entries which entail much trouble in printing should be avoided as far as possible.

A note shall be made as follows in red ink at the foot of all important letters that are likely to be printed or of orders on which it is essential that a larger number of spare copies than usual should be supplied:—

It is requested that .... spare copies of the order on this letter may be furnished.

COVERS.

XXVII. Covers containing official correspondence which is not of a confidential nature, shall be addressed to the officer for whom they are intended by his official designation only and without the addition of his name.

XXVIII. Demi-official covers should ordinarily be addressed to the officer for whom they are intended both by his name and by his official designation. Should the officer addressed by name have vacated his appointment his successor or *locum tenens* should open such covers and deal with the communications enclosed if he is competent to do so. If not competent, he should return them to the sender with an intimation to that effect and should treat any information thus obtained as confidential. Demi-official communications which are intended to be opened by the addressee and by no one else should be enclosed in covers addressed to him by name only, his official designation being omitted. If he has vacated an appointment and they are delivered to his successor or *locum tenens,* they should be forwarded to him direct if his address is known and if not, returned to the sender.

XXIX. All letters sent by Government officers in their official capacity in reply to communications of any kind received from private individuals or associations shall be despatched 'service paid'.

XXX. Service stamps can be used for pre-paying outward official foreign mail but the postage due on inward foreign mail addressed to Government officers cannot be paid by means of service stamps. The postage marks as due on such articles will, however, be initialled by an authorised officer, of the Post Office. The prepayment of postal articles by means of postage labels overprinted for State purposes is not recognized as valid under the regulations of the Postal Union of which India is a member, and foreign postal administrations refuse to accept such stamps in payment of postage.

XXXI. Applications for leave shall be submitted by officers in letters post-paid. Any such applications forwarded officially by superior officers shall be treated like any other official communication.

GENERAL RULES.

XXXII. In forwarding draft minutes of appointment or suggestions regarding appointments, Heads of Departments shall be careful to draw special attention to cases in which such drafts or suggestions contravene any order or rule of the Tamil Nadu Government or the Government of India.

XXXIII. As the name of the person concerned should be published in full in all notifications relating to individuals which appear in the *Tamil Nadu Government Gazette,* Heads of Departments, in submitting to Government proposals which involve Gazette notifications relating to such events as appointments and investiture of powers, etc., shall enter in the draft notification the full name of the individual concerned

XXXIV. Heads of departments are submitting papers connected with charges against public servants and other miscellaneous reports shall forward English transactions of material documents only. Bulky packages of papers in Indian languages having title if any real connection with the case under consideration shall never be sent.

XXXV. All representations to Government regarding alterations in the scale of supply of stationery or of rules in the Tamil Nadu Stationery Manual should be submitted through the Director of Stationery and Printing.

XXXVI. In order to prevent unnecessary correspondence, proposition statements shall be submitted concurrently with applications for revision of establishment.

APPENDIX III.

(*Vide* Paragraph 33, Chapter IV.)

U.O. TRANSIT REGISTER.

Number.	Date.	Full Signature. (in ink) of the Receiving Officer.
(1)	(2)	(3)

APPENDIX IV.

(*Vide* paragraph 59, Chapter V.)

Abbreviations.

A.A.G.	—	Assistant Accountant-General.
A.C.	—	Assistant Collector.
Acct.	—	Account.
Acctt.	—	Accountant.
A.C.T.O.	—	Assistant Commercial Tax Officer.
Addl.	—	Additional.
Adm. Genl.	—	Administrator-General.
Admn. Offr.	—	Administrative Officer.
Adv. Genl.	—	Advocate-General.
A.D.C.	—	Aide-de-camp.
A.D.	—	Assistant Director.
A.E.	—	Assistant Engineer.
A.E.E.	—	Assistant Executive Engineer.
A.G.	—	Accountant-General.
Agri.	—	Agriculture.
Agrl. Engg.	—	Agricultural Engineering.
A.I.	—	Assistant Inspector.
A.H.	—	Animal Husbandry.
Art.	—	Article.
A.S.P.	—	Assistant Superintendent of Police.
A.O.	—	Accounts Officer.
Asst.	—	Assistant.
A.S.O.	—	Assistant Section Officer
A.P.P.	—	Assistant Public Prosecutor.
A.M.A.	—	Authorised Medical Attendant.
B.A.C.	—	Business Advisory Committee.
B.C.	—	Backward Classes.
B.D.O.	—	Block Development Officer.
B.E.	—	Budget Estimates.
B.M.	—	Branch Manager.
B.P.	—	Board's Proceedings.
B.P.E.	—	Bureau of Public Enterprises.
Cantt.	—	Cantonment.
C.E. Agrl. Engg.	—	Chief Engineer, Agricultural Engineering.
C.E. (B)	—	Chief Engineer, Buildings.
C.E. (Gl.)	—	Chief Engineer, General.
C.E. (G.W.)	—	Chief Engineer, Ground Water.
C.E. (H. & R.W.)	—	Chief Engineer, Highways and Rural Works.
C.E. (I)	—	Chief Engineer (Irrigation).
C.E. (N.H.)	—	Chief Engineer, National Highways.

C.E. (P.A.P.)	—	Chief Engineer (Parambikulam-Aliyar Project).
C.E. (P.B.W.)	—	Chief Engineer (Pamban Bridge Works).
C.E.O.	—	Chief Electoral Officer|Chief Educational Officer.
C.C.S. & C.P.	—	Commissioner of Civil Supplies and Consumer Protection.
C.A., S.T.S.	—	Chief Auditor, State Trading Scheme.
C.Ex.	—	Chemical Examiner.
Ch. Sectt.	—	Chief Secretariat.
C.D.B.	—	Central Despatch Branch.
C.I.D.	—	Criminal Investigation Department.
C.I.F.	—	Chief Inspector of Factories.
C.M.P.	—	Civil Miscellaneous Petition.
C.R.A.	—	Commissioner of Revenue Administration.
C.R.B.	—	Central Record Branch.
C.B.I.	—	Central Bureau of Investigation.
C. & A.G.	—	Comptroller and Auditor-General.
C.C.T.	—	Commissioner of Commercial Taxes.
C.D.P.	—	Commissioner of Disciplinary Proceedings.
C.L.A.	—	Commissioner of Land Administration.
C.L.R.	—	Commissioner of Land Reforms.
C.A.I.T.	—	Commissioner of Agricultural Income-Tax.
C.P. & E.	—	Commissioner of Prohibition and Excise.
C.O.S. & Y.S.	—	Commissioner of Sports and Youth Services.
C.O.S.	—	Commissioner of Sugar.
C.O.S. & A.G.	—	Commissioner of Statistics and Agricultural Census.
C.J.	—	Chief Justice.
Cl.	—	Clause.
C.L.	—	Covering letter, Casual leave.
C.M.	—	Chief Minister.
C. No.	—	Current Number.
C.M.M.	—	Chief Metropolitan Magistrate.
C.T. & R.E.	—	Commercial Taxes and Religious Endowments.
Coll.	—	College.
Collr.	—	Collector.
Comdr.	—	Commander.
C-in-C	—	Commander-in-chief.
Commdt.	—	Commandant.
Commr. (HR & CE)	—	Commissioner, Hindu Religious and Charitable Endowments.
CBE	—	Coimbatore.
C.O.L.	—	Commisioner of Labour.
C.O.P.	—	Commissioner of Police.
Comsy.	—	Commissary.
C.P.	—	Court's Proceedings.

C.S.	—	Chief Secretary.
C.A. & H.R.	—	Commisioner of Archieves and Historical Research.
CTPT	—	Chairman, Tuticorin Port Trust.
Co. Op.	—	Co-operation.
C.J.M.	—	Chief Judicial Magistrate.
D.A.	—	Daily Allowance; Dearness Allowance; Director of Agriculture or Director of Archaeology.
D.A.H.	—	Director of Animal Husbandry.
D.A.S. & V.S.	—	Director of Approved Schools and Vigilance Service.
D.B.C.	—	Director of Backward Classes.
D.E. & T.	—	Director of Employment and Training.
D.C.E.	—	Director of Collegiate Education.
D.Ct.	—	District Court.
D.F.	—	Director of Fisheries.
D.F.O.	—	Divisional Fire Officer.
D.D.O.	—	Divisional Development Officer.
D.E.O.	—	District Educational Officer.
D.C.T.O.	—	Deputy Commercial Tax Officer.
D.M.S. & F.W.	—	Director of Medical Services and Family Welfare.
D.M.	—	District Munsiff.
D.I.C.	—	District Industries Centre.
D.I. & C.	—	Director of Industries and Commerce.
D.A.M.	—	Director of Agricultural Marketing.
D.A.D. & T.W.	—	Director of Adi-Dravidar and Tribal Welfare.
D.C.A.	—	Director of Co-operative Audit.
D.N.F. & A.E.	—	Director of Non-Formal and Adult Education.
D.S.E.	—	Director of School Education.
D.T.	—	Deputy Tahsildar.
D.T.E.	—	Director of Technical Education.
D.M.E.	—	Director of Medical Education.
D.E. & A.R.	—	Director of Evaluation and Applied Research.
D.F.S.	—	Director of Fire Services.
D.G.M.	—	Director of Geology and Mining.
D.H. & T.	—	Director of Handlooms and Textiles.
D.I.L.S.	—	Director, Institute of Labour Studies.
D.L.S.	—	Director of Legal Studies.
D.M.V.M.D.	—	Director, Motor Vehicles and Maintenance Department.
D.M.A.	—	Director of Municipal Administration.
D.N.C.C.	—	Director, National Cadet Corps.
D.O.S.	—	Director of Oil Seeds.
D.G.	—	Director-General.

D.G.P.	—	Director-General of Police.
D.P.H.C.	—	Director of Primary Health Centre.
D.P.H. & P.M.	—	Director of Public Health and Preventive Medicine.
D.P.P.	—	Director of Pubilc Prosecution.
D.R.	—	Director of Raffles; Director of Rehabilitation.
D.R.D.	—	Director of Rural Development.
D.S.S.	—	Director of Small Savings.
D.S.W.	—	Director of Social Welfare.
D.S.H.T.D.	—	Director of State Health Transport Department.
D.S.P.	—	Deputy Superintendent of Police.
	—	Director of Stationery and Printing.
D.W.M. (Plg.)	—	Deputy Works Manager (Planning).
D.S.& S.	—	Director of Survey and Settlement.
D.T.D.	—	Director of Tamil Development.
D.T. & C.P.	—	Director of Town and Country Planning.
D.T.P.	—	Director of Town Panchayats.
D.T.A.	—	Director of Treasuries and Accounts.
D.S.	—	Deputy Secretary.
D.M.O.	—	District Medical Officer.
D.R.O.	—	District Revenue Officer.
Deptt.	—	Department.
Dir.	—	Director.
Dist.	—	District.
D.I.G.	—	Deputy Inspector-General of Police.
Dvl.	—	Divisional.
Dy.	—	Deputy.
Edn.	—	Education.
E.E.	—	Executive Engineer.
Engr.	—	Engineer.
Engg.	—	Engineering.
Exmr.	—	Examiner.
E.L.F.A.	—	Examiner of Local Fund Accounts.
E.L.W.A.	—	Extraordinary Leave Without Allowances.
E.S. & T.	—	Electronics, Science and Technology.
E.S.	—	Employment Services.
E.C.	—	Environment Control.
E.O.	—	Executive Officer.
E.O. & E.	—	Errors and Omissions Excepted.
Etc.	—	Etcetera.
E.S.I.C.	—	Employees' State Insurance Corporation.
E.P.F.	—	Employees' Provident Fund.
E.D.	—	Executive Director.
F. & F.	—	Forests and Fisheries.

F.S.G.	—	Fort St. George.
Fin.	—	Finance.
For.	—	Forest.
F. & C.P.	—	Food and Consumer Protection.
F.B.F.	—	Family Benefit Fund.
G.A.	—	Government Agent.
G.E.	—	Government Epigraphist.
Gaz.	—	Gazette.
Gaz. Exty.	—	Gazette Extraordinary.
Genl.	—	General.
G.O.I.	—	Government of India.
G.O.	—	Government Order.
G.O.C.	—	General Officer Commanding.
G.M.	—	General Manager.
G.P.	—	Government Pleader.
G.P.O.	—	General Post Office.
G.S.	—	Governor's Secretary|General Secretary.
Govr.	—	Governor.
Govt.	—	Government.
Gr.	—	Grade.
H. & F.W.	—	Health and Family Welfare.
Home	—	Home Department.
H.T. & K.	—	Handlooms, Textiles and Khadi.
H. & U.D.	—	Housing and Urban Development.
H.M.	—	Head Master.
H.P.O.	—	Head Post Office.
H.E.	—	His Excellency.
H.F.D.C.	—	Housing Finance Development Corporation.
Hqrs.	—	Headquarters.
H.O.	—	Head Office.
I.G.	—	Inspector-General.
I.G. Pr.	—	Inspector-General of Prisons.
I.G.P.	—	Inspector-General of Police.
I.G. Regn.	—	Inspector-General of Registration.
I.M.H.	—	Indian Medicine and Homoeopathy.
Ind.	—	Industries.
I. & T.	—	Information and Tourism.
I.F.	—	Institutional Finance.
Inspr.	—	Inspector.
Insprs.	—	Inspectress.
I.A.S.	—	Indian Administrative Service.
I.P.S.	—	Indian Police Service.
I.F.S.	—	Indian Forest Service|Indian Foreign Service
J.	—	Judge.

JJ.	—	Judges.
Jr.	—	Junior.
J.S.	—	Joint Secretary.
Jt.	—	Joint.
J.D.	—	Joint Director.
J.E.	—	Junior Engineer.
J.C.O.	—	Junior Commissioner Officer.
L.A.	—	Land Administration/Local Administration.
L.O.	—	Lie over|Local Office.
L.P.C.	—	Last Pay Certificate.
L.R.	—	Land Reforms|Land Revenue.
L.Rds.	—	Land Records.
L.F.A.	—	Local Fund Audit.
L.F.	—	Linked File.
Lt.	—	Lieutenant.
Lt. Col.	—	Lieutenant Colonel.
L.P.	—	Late Permission.
L.S.	—	Lay Secretary/Leave Salary.
M.A. & W.S.	—	Municipal Administration and Water Supply.
M.	—	Minister.
Magte.	—	Magistrate.
M.C.	—	Medical Certificate.
Ml. Cl.	—	Municipal Council.
Mgl.	—	Magisterial.
M.L.A.	—	Member of Legislative Assembly.
M.P.	—	Member of Parliament.
M.S.G.	—	Military Secretary to Governor.
M.D.	—	Managing Director.
M.T.	—	Mail Transfer.
M.O.	—	Medical Officer/Money Order.
M.M.W.S.B.	—	Madras Metropolitan Water Supply and Sewerage Board.
M.M.D.A.	—	Madras Metropolitan Development Authority.
Medl.	—	Medical.
Mem.	—	Member.
Mily.	—	Military.
Mun.	—	Munsiff.
Munl.	—	Municipal.
M.L.	—	Medical Leave.
M.R.B.	—	Medical Reimbursement Bill.
Noifn.	—	Notification.
N.O.C.	—	No Objection Certificate.
N.C.C.	—	National Cadet Corps.
N.A.	—	North Arcot District.
N.D.C.	—	Non-Drawal Certificate.
N.H.	—	National Highways.
N.L.C.	—	Neyveli Lignite Corporation.
N.R.	—	No report.
N.S.C.	—	National Savings Certificate.
O.P.	—	Office Procedure|Office Proceedings.
O.N.	—	Office Note.
O.D.	—	Other duty.
O.A.	—	Office Assistant.

O.C.	—	Officer Commanding.
O.P.	—	Office Order.
O.N.G.C.	—	Oil and Natural Gas Commission.
O.K.	—	All right.
O.S.D.	—	Officer on Special duty.
O.T.	—	Over-time.
O.M.C.	—	One Man Commission|Overseas Manpower Corporation.
P.A.	—	Personal Assistant|Permanent Advance.
P.A. (Genl.)	—	Personal Assistant (General).
Pdl.	—	Periodical.
P.H.	—	Public Health.
P.M.	—	Prime Minister.
Pol.	—	Police.
P.M.G.	—	Post Master General.
P.F.	—	Personal File.
P.R.	—	Personal Register.
Priv.	—	Privilege.
Prl.	—	Principal.
Probn.	—	Prohibition.
Probr.	—	Probationer.
P. & T.	—	Posts and Telegraphs.
Prof.	—	Professor.
P.S.	—	Public Services.
Pub.	—	Public.
P.W.D.	—	Public Works Department.
P.C.	—	Personal Clerk|Post copy.
P.S.	—	Private Secretary.
P. & D.	—	Planning and Development.
P. & A.R.	—	Personnel and Administrative Reforms.
P. & E.	—	Prohibition and Excise.
P.L.I.	—	Postal Life Insurance.
P.P.	—	Public Prosecutor.
P.P.O.	—	Pension Payment Order.
P.R.O.	—	Public Relations Officer.
R.C.S.	—	Registrar of Co-operative Societies.
R.D.	—	Reminder Diary; Reminder Date.
R.D.O.	—	Revenue Divisional Officer.
R. Bd.	—	Reporters Board.
Reg.	—	Regulations.
Regn.	—	Registration.
Rr.	—	Reminder.
Retng. Officer.	—	Returning Officer.
R.E.	—	Revised Estimate.
Rev.	—	Revenue.
R.I.	—	Revenue Inspector.
R.A.	—	Revenue Administration.
R.D.	—	Rural Development.
R.M.O.	—	Resident Medical Officer.
R.T.O.	—	Regional Transport Officer.
R.P.A.D.	—	Registered Post with Acknowledgment Due.
R.B.I.	—	Reserve Bank of India.

R.H.	—	Restricted Holiday.
R.O.	—	Research Officer.
R.R.A.	—	Revenue Recovery Act.
Spl.	—	Special.
S.A.	—	South Arcot.
S.C.	—	Strictly Confidential|Scheduled Caste.
S.E.	—	Superintending Engineer.
Sec.	—	Section.
Sectt.	—	Secretariat.
S. Rly.	—	Southern Railway.
Sub.	—	Subject|Subordinate.
S.P.	—	Superintendent of Police.
S.M.	—	Special Messenger|Sub-Magistrate.
Sur.	—	Survey.
S.O.	—	Section Officer.
Supdt.	—	Superintendent.
S.I.	—	Sub-Inspector.
S.T.	—	Scheduled Tribe.
S.N	—	Sectional Notes.
S.W.	—	Social Welfare.
S.D.M.	—	Sub-Divisional Magistrate.
T.D.C.	—	Tamil Development and Culture.
Tpt.	—	Transport.
Tempy.	—	Temporary.
Tahr.	—	Tahsildar.
T.D.P.	—	Tribunal for Disciplinary Proceedings.
T.A.	—	Travelling Allowance.
U.O.	—	Unofficial.
U.S.	—	Under Secretary.
U.D.P.	—	Undisbursed Pay.
Vety.	—	Veterinary.
W.M.	—	Works Manager.
W.P.	—	Writ Petition.
W.A.	—	Writ Appeals.

Abbreviations for issuing Secretariat Papers.

D.O.	—	Demi Official.
Endt.	—	Endorsement.
F.D.	—	Final Disposal.
G.O.	—	Government Order.
Ms.	—	Manuscript.
Rt.	—	Routine.
O.O.	—	Office Order.
O.P.	—	Office Proceedings.
O.C.	—	Officer Copy.
F.C.	—	Fair Copy.
S.C.	—	Spare Copy.
S.F.	—	Stock File.
U.O.	—	Unofficial.
Lr.	—	Letter.
Lr. Ms.	—	Letter Manuscript.

APPENDIX V.

(Vide paragraph 128—Chapter VII.)

* STYLE IN NOTES AND DRAFTS.

The following instructions will be observed in drafting and also in writing notes—

(i) Government will be treated as plural noun and 'Board' as Singular.

(ii) The words "Instant", "Proximo", "Idem" and "Ultimo" are not to be used. Thye are not necessarily even abbreviations, and they posses no other recommendation. On the contrary, the lead to confusion, and one has to take the trouble of looking at the date of the letter to find out what they mean. The names of the months must invariably be used instead.

(iii) "The same" must not be used instead of "it" or some other simple word.

(iv) Nor must the expression the "undersigned" be used. It is very ugly, and usually, or often, inaccurate as the person who signs is often as a matter of fact not the person to whom the expression the "undersigned", is intended to refer, i.e., the person "who views with displeasure", etc., is the Collector, but the person who signs is the Personal Assistant.

(v) While avoiding slang, one should aim at an easy natural style as near as possible to spoken English. Assistants usually write in a style in which they would never talk, however modest their proficiency may be in that language. Thus they habitually use such needlessly formal words as "therein" and "thereon" instead of "in it" or "on it", and they have a strange preference for passive verbs over active verbs. ("It is not understood" for "I do not understand", "It should be reported" for "The Tahsildar, etc., should report") and for nouns over verbs ("the date of issue of the order should be reported by him" for "he should report when he issued the order"), peculiarities that make their style at once vague and clumsy. They use such phrases as "make the assessment" instead of the simple verb "asses" they also prefer long words for short ones ("purchase") to "buy" "commence" to "begin" and "omitted to" or "failed to" to the simple "did not" the two latter are very common and often insert words or phases which add nothing to the meaning ("cases of inams", "inams", "building purposes", "building", "make enquiries", "enquire"). Where "omit" by itself is proper and sufficient, Assistants display their love of the redundant by such phrases has been omitted to be entered in the register "instead of" has been omitted from the register. Another widespread error is the use of "for being" instead of "to be" and "for doing" instead of "to do" "returned for being stamped" instead of "to be stamped"). If the Collector orders that an Assistant should be punished "for being impertinent" it does not mean in order to make him impertinent".

(vi) Foreign or classical words and expressions should be avoided as far as possible, and in particular "infra" and "supra" should not be used instead of "below" and "above". They are in no way superior to the English equivalents. Nor is "vide" preferable to "see" or "please see". "Please vide" is ridiculous. Instead of "bona fide" write "genuine" Hideous hybrid words such as "fieldwar" should always be avoided. Convenience is not a

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sufficient excuse for jargon of this sort. Vernacular words should only be used when their, meaning cannot be expressed equally well in English. There is no object in interlarding what is supposed to be English with terms like "Bhustithi". Short sentences are in accordance with the genius of the English language. " The Collector's attention is invited to B.P. . . . . He is requested . . . . " is better than " The Collector's attention is invited to B.P. . . . . and he is requested." " In cases in which " is a clumsy phrase for which " when " " where " or " if " can usually be substituted. The word " necessary " is usually superfluous in such phrases as " the necessary entries ", " the necessary corrections ", " the necessary instructions ", etc.

The vague and ugly phrase " do the needful " should never be used. Either state definitely what is to be done or say " do what is necessary " or something of the sort. The word " avail " is a very one, as it is a reflexive and also takes " of " after it. It is better avoided. Moreover, if you do use it, you must not say " the leave was availed of " or " I availed of the leave ", still less " he is permitted to avail the holidays ". You must say " I availed myself of the leave ", and so on. But why not simply say " took the leave "? " Available " also is a bad word. Like most of the blemishes in clerical English. It is apparently cherished for its vagueness. The Secretary was once told in the Board's office that a register was " not readily available ". This might have meant any things for example that the book was needed for reference by one of the members, or had been sent somewhere out of the office, or was locked up and the key was elsewhere. The fact was, that the register had been lost. It is very annoying to have one's work increased by having to send a note back to ask what it means.

(vii) " Split infinitives " should be avoided, that is to say, write " kindly to state " not " to kindly state ". A very common and equally objectionable feature of official communication is a similar spliting of other verbal phrases, for instance, " The Collector will, in the circumstances now stated, be requested " is more like German than English. It is quite as easy to say " In the circumstances now stated the Collector will be requested to .... ". Do not write " marginally noted " which could only mean having marginal notes " write " noted in margin. " Similarly ". Plan " marked " could only mean " marked with plans " (Compare " pockmarked ") and plaint mentioned " neither does nor possibly could mean anything.

(viii) Instead of such a phrase as the figure for 1949, 1950 and 1951 were 256, 257 and 348, respectively " which is confusing, write ", the figure for 1949 was 256, that for 1950 was 257 and that for 1951 was 348. This little, if at all, longer and is perfectly clear. " Former " and " later " should also be avoided as constant sources of confusion. Slipshod abbreviations such as " para " for paragraph should not be used. Do not ride any phrase to death. Some Assistants begin every letter with the phrase " with reference to ". It is better to vary the phrase so as to make it more definite. Say " In reply to ", " As directed in " and so on; or begin in narrative form "in their order ...... Government directed ...... ". Avoid the phrase " with advertence to ". " Who all " and " what all " are not English but translations of Tamil phrases for which there are no exact English equivalents. In ordinary English " in case " does not mean the same as " if ", " I shall take my umbrella in case it rains " means " so as to be prepared for rain ". Nor does, " as well as " mean the same as " and ". It is much more emphatic. It would be absurd to say " a man was 5 feet 8 inches high as well as 21 years of age ". But you might

well say that he "was a good painter as well as a remarkable musician". The unusual nature of the combination is here emphasized. Assistants are very fond, however, of writing "as well as" for "and" and "in case" for "if", presumably owing to their preference for a longer expression as such. "In case if" is a stage further on the downward path. "I am unable to" for "I cannot" and "hand over" for "give" are other common examples of the preference for the longer phrase. "By the time" is sometimes wrongly used for "then". "By the time that" means "when". Always be as definite as possible. Some examples of this rule have been given above. Use the first person rather than the third as a general rule. The most appalling perversion of the third person construction is the formula. "Has the honour to enquire, etc .... " without any subject. "As such" is often misused. It is correct to say "Mr. A was then Sarishtadar and as such was bound to report .... " but "Mr. A was not then the Sarishtadar and as such he is not to be blamed" is meaningless. "While such being the case" is a familiar embellishment of criminal complaints, etc. "While" is here redunant. Vakils and Sub-Magistrates are fond of writing the "witness would say" meaning that he did say it (except in a few colloquial pharases ; such as "it is too bad";) but Assistants commonly write "it is too hot" meaning "it is very hot". The verb "to hope" implies pleasurable anticipation. Assistants use it sometimes instead of a neutral word such as "think", and thereby produce comically inappropriate phrases such as "I hope your honour is ill". Omission of articles (a, an, the) is a common and ugly fault. It is permissible in a telegram for reasons of economy not elsewhere. But articles must be used correctly. Assistants write "appellant is the inhabitant of Puthur" which implies that there is only one inhabitant. "An inhabitant of Puthur" is correct. "This is serious omission" should be "This is a serious omission" "As to" is a common redundant form, e.g., "The Tahsildar is directed to report as to whether"; "whether" alone is sufficient. So, "as against" or "as compared with" are commonly used in comparing figures, where "against" or "compared with" are sufficient and correct. It is correct to say "as compared with" last harvest, the yield was poor", but not the "yield was 4 annas as compared with 8 annas last year". "as" means nothing in the latter phrase. Pseudoaccuracy accounts for much unnecessary verbiage. "If any" is a common example of this fault. It is quite unnecessary to say "The Tahsildar is requested to report the number of cases if any". "If there are none", the Tahsildar will say so. In the same way it is unnecessary to say "The Deputy Collector is requested to report whether it is advisable or not to ....". The use of the word "ask" instead of "order" or "direct" produces a curiously important effect when a lower subordinate is referred to. "The Revenue Inspector may be asked to report" sounds silly.

On the other hand, the use of such phrases as "at all" "care to", "in spite of" sometimes sounds needlessly discourteous as well as unidiomatic "In spite of three reminders the Tahsildar has not at all cared to reply" is rude as well as un-English. "It will be enough if the Tahsildar . . " is not English. An Englishman would say "The Tahsildar need only". Avoid pretentious words such as "penultimate". "Last but one" is quite good enough. "Diglot" is a hideous word. "English and Tamil" is more definite.

"I have the honour to request that you will be so good as to furnish me with information as to whether" is the sort of stuff that Assistants revel in (and yet they complain that they have too much work). "I have the honour to enquire whether" means exactly the same and is not unduly curt. Never use several words where one will do. Do not write "make an application", but

" apply ". An Assistant will write " a label of the value of annas eight only " instead of " an eightanna stamp ". Such inversions as " annas eight " and the addition of the word " only " after any sum of money are in place in a bill or cheque not elsewhere. " In this connection " at the beginning of a sentence is a favourite bit of hackneyed padding. but that they don't believe him. Apparently this is due to a dim recollection of " would have us believe " or some such pharse. " Would " implies either a desire to do something, which desire was not fulfilled, or that something has not occurred but would do so in certain circumstances. Tenses and moods are misused in almost every note or draft. The misuse of " Had " is one of the commonest errors. The pluperfect " had " is righly used to emphasize the priority of one event in the past to another. It is correct to say " I had gone to bed when the house caught fire " but senseless to say " I had gone to bed at 10 O' clock last night ", " I went in correct ", Unless the meaning is that you had gone to bed before 10 O' Clock. Assistants also use the present for the incomplete perfect, i.e., they write " I am record-keeper from 1906 ", " I have been record-keeper since 1906 " is correct. " Government press for a reply " should be " Government are pressing for a reply ". " The following men now act " is wrong. It should be "are now acting". "Act" means "usually act or habitually act". "are acting" emphasizes the fact that they are doing so now. The future is often misused, owing to the unintelligent copying of Board's and Government Orders. In a Board's Proceedings the phrase " The Collector will be directed " is appropriate because theoretically it is a direction by the Board to its Secretary. It is senseless in the proceedings of a Collector. Similarly, " I am to say " is appropriate in a letter from a Secretary writing under instructions, not in a letter issued by a Collector' on his own authority. " Must have ", is sometimes misused for " should have " or " ought to have ", is sometimes missused for " should have " or ought to " Must have done it " means that he certainly has done it. Assistants use it to mean that he has not done it but should have.

(ix) Assistants commonly misuse " till " in a way that is positively misleading. " No reply was received till January 1st " implies that a reply was received on January 1st ; but Assistant use it meaning that even, on January 1st no reply had been received. To convey this latter meaning " up to " with the pluperfect is the correct English—" Up to January 1st, I had received no reply ". Distinguish " All the stamps have not been punched " which is ambiguous from " Not all the stamps have been punched " or " the stamps have not all been punched ", which mean that some have been punched and some not. These phrases are commonly confused. " The Tahsildar has yet to collect Rs. 1,000 " is not ordinarily modern English. " Still has " is correct. " Yet " may be used with a negative, e.g., " has not yet applied " and is only used with a positive verb in special phrases such as " I have yet to learn ". " So " is not equivalent to " very ". Assistants write " the peon is so impertinent ". " I warned him so many times " meaning " very impertinent ", " very often ", " Not so bad " means " rather good ", but this is a colloquial phrase. Similarly " too " has generally a relative sense, that is, it implies excess relatively to a certain standard or object not absolute intensity—so to speak it means nothing at all. " In returning herewith " is a favourite but ugly type of opening phrase. It is often aggravated by making the subject of the main sentence different from the implied subject of " returning " or by changing to the passive construction. You can say " In returning . . . I have the honour to point out ". You must not say " in returning herewith the statement received with his letter . . . The Deputy Collector is informed ". " But this is quite common. On the other hand, such phrases as " Turning to paragraph I it may be observed ", " and so on ", " Regarding ", " Concerning ", " Considering ", etc., are unobjectionable though " Turning to paragraph 1, I may observe " is no doubt more strictly correct.

(x) A needless anxiety to avoid repetition gives rise to various faults. Sometimes, instead of repeating a man's name, an Assistant will say "the individual" which is very ugly and also bad English. The uses of "former and latter", "respectively" and "the same" have been mentioned already and also come under this head, Assistants confuse "comprise", "compose" and "consists" and their respective, constructions. They write "the land comprises of 3 plots" or "is comprised of".

The correct forms are "the land *comprises consists of" is composed of three* plots " They also write " the old building was substituted by a new one "; You can say "a new building was substituted for the old one", or "the old building was replaced by a new one". "Dispose it off" is a common error for "dispose of it", also "tear off" for "tear up" and "stick up" for "stick in". (You can stick a "think up" on a wall of course but not "up" in a book.) "Stick up to" is used by Assistants for "Stick to" itself a slang phrase. "He stuck up to the agreement" is wrong. Assistants also write "slips have been pasted" and the "papers have been stitched" whereas "pasted in" and "stitched (or preferably sewn) together" are correct. To "leave off" means to stop, e.g., "it has left off raining". Assistants use it to mean "let go". "He left him off" is meaningless.

My / Appellants / His another brother"

are not English. You must write "another brother of mine / appellant's / his

"To list" in the sense of "make a list of" is not good modern English. "To list" means either "to listen" (poetic), or "to desire" (old English), e.g., "The wind bloweth where it listeth" or "to lean" (nautical, e.g., "The ship listed sharply to port") "Agree" and "tally" cannot be used actively. Figures may agree or tally. You cannot "agree" figures or "tally" them. Generally use unpretentious words rather than pompous ones. "I went to camp" not "I proceeded" (almost universal in clerical productions), "buy" not "purchase", "live" or "dwell", not "reside". Assistants also for some curious reason love the word "portion". "Part" is much more usual in English "portion" has some special meanings, e.g., "marriage portion". Similarly, "instead of" is much more usual in ordinary English than "in lieu of", which is a phrase used mainly in legal documents. "Moiety" is another legal word which should not be used for "half". "Stamp" is the ordinary English word not "label" and "envelope" or "letter" not "cover". You cannot pay "He expressed that he was unwilling", It must be 'he told me

that he was unwilling ", " he expressed his unwillingness ", " he expressed himself strongly ". " I know to speak English " is wrong. You must say " that I knew how to speak English " " Enough of money " is not English. Say " enough money ", " of " follows " enough " when for any reason it is necessary to use " enough " as a substantive, e.g., " I have had enough of this ", " I don't know enough .... of the language to .. " but " I know enough English to .... ". " None " for " no one " is obsolute or poetical. Do not write " None made any offer " but " no one made any offer ". Do not say " It is not used by any " but " it is not used by any one ". Do not say " It is not used by any " but " it is not used by any one ". Do not say " this is known to all " but " everyone knows this ". " There is no use of sending " is wrong. It should be " it is no use sending ", " it is no use to send " or " there is no use in sending ". Do not qualify expressions needlessly. To do so produces a flabby emasculated style. Assistants often write " this is not quite satisfactory " when they mean, that it is " very unsatisfactory ". Similarly they put in words like " it seems " and " it appears " when there is really no doubt. " He was absent in his house " meaning that he was elsewhere than in his house, is a contradiction in terms. " Absent from " is correct, but the ordinary English would be " he was not at home ", or simply " he was away " or " was out ". " Also " is misused with negatives. " He did not address the letter and did not also stamp it " should be " nor did he stamp it ".

(xi) " He puts himself up at ... " or " he is put up at " are wrong. The correct English (and it is colloquial) is " he is putting up at ". " Wooden piece " for " piece of wood " is a common error. Similarly. Assistants write " match box " for " box of matches ". It is simply a box intended to contain matches. A " box of matches " is a box containing matches.
I enquired the witness " is another frequent mistake. You enquired into
enquired into
" examine," a witness and " enquire into " a case. But one does not " investigate into a case ", one " investigates it ". " Male member should not be used, to mean " male " or " man ". You can say " the male members of my family ". do not say " my family members " but " members of my family ". Assistants use " through " meaning " past " and " cross " meaning " went past ", e.g., " I went through the temple ", or " I crossed the temple ". You " cross " a river or a road when you go from one side of it to the other. Do not use such phrases as " has breathed his last ", or " is no more ", for " is dead ". " It is high time to do " so and so an idomatic English phrase. " As it was high time, the Court adjourned the case till next day " is not English.

" In view to do " so and so is wrong. You can say " with a view to reducing " meaning " in order to reduce ", and you can also say " in view of these circumstances " meaning " having regard to them ". " In view to " is impossible.

" The Tahsildar should insist on the Revenue Inspector to reply" is wrong. It should be " should insist on his replying ". " address " is used by Assistants as though it meant " ask ". " Government will be addressed to reconsider their order " is, strictly speaking, meaningless.

" Government sanctioned a peon to the Tahsildar " should be " for the Tahsildar ". Petitioner wants that the land should be transferred " is wrong. It should be " wants the land transferred
to be transferred.

APPENDIX VI.

(*Vide* paragraph 191 Chapter XI.)

CIRCULATION REGISTER.

(Sectt. II—3)
Department

Department and Current Number.	To whom Circulated.	Date of Circulation.	Box.	Date of return.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)

APPENDIX VII.

(*Vide* paragraphs 223 and 231, Chapter XII.)

LIST OF SECRETARIAT INDEX HEADS—GENERAL.

1. This is a general list of index heads. Each department of the Secretariat will have a list of its own, selecting from this list such heads as it ordinarily requiries, and adding to these such heads and sub-heads as may be found necessary.

2. The subject which gives its name to a department, e.g., "Education" need not of course be used as a head in the index of that department in the majority of cases, though it should be used as a head in record to the same cases should they be indexed in another department, e.g., "Presidency College" need not be indexed under "Education" in the Education Department, but should be indexed in other departments, thus: *Education,* Presidency College, ... Similarly in the Public Works Department is not necessary to prefix "Public Works" to "Bridge" "Roads", etc. In the Local Administration Department—to quote one examble a paper relating to a grant to Chingleput District Board for a bridge over the upper river would be indexed under "Grants—Chingleput District Board Bridge (Upper)".

S. A head may be used alone or in combination with any sub-head. Any head may, if appropriate, be used as a sub-head under any other heads, e.g., "Budgets" may be used as sub-head under "Police". Local classification should be introduced wherever possible that is after the head, or possibly after the sub-head, should come the name of the district, followed by that of the taluk and then by that of the village and these names should be arranged in alphabetical order. Personal papers relating to officials should be indexed under the name of the officer concerned, except those relating to village officers which should come under "Village Officers". In these latter cases, local classification as explained above should be employed. Heads in brackets are not generally to be used as heads but only, if necessary, as sub-heads. Additional, legal, etc., heads may be selected if required from the lists at the beginning of each Volume of Woodman's Digest.

A

Accidents. (*See* also Railway.)
Accountants—
  Chartered—
  General.
  Registered.
  Taluk Head—
  Village (*See* Village officers.)
  (*See* also Auditors)
Account code.
Accounts—
  Adjustments.
  Appropriation.
  Assets and Liabilities.
  Classification.
Magisterial fines.
  Objection.
  Taluk.
  (Treasury. *See* Treasury.)
Village.
(Achukattus. *See* Assessment.)
(Acquisition. *See* Land Acquisition Acts.)
(Acts. *See* under the several short titles.)
(*See* also under Books and Publications.)
(Adangals, *See* Village Accounts.)
Address—
  Forms of *See* Government Servants Conduct Rules.)
(Adjustments *See* Accounts.)
Administration Report—
  Excise—
  State—
  (and so on)
Administrative powers.
Administrative sanction.

Advances—

Loans—
  (General Provident Fund. *See* Provident Funds).

Permanent—
  State.
  (Survey. *See* Survey.)
  Ways and Means.
Adverse seasonal conditions—
  Drought relief
(Advertisements. *See* Publicity, Newspapers.)
Advisory Committee.
(Affiliation. *See* Education.)
Afforestation. *See* Forests.)

(Agricultural advances. See Advances.)
Agricultural Calender. See Books and Publication
(Agricultural Journal. See, Books and Publications.)
Agricultural Society.
(Agricultural Statisics. See Statistics.)
Agriculture—
Agri-Horticulture—
Caster seed
Cattle-breeding.
Cattle show.
Coconuts
Cotton.
Cotton Control Act.
Destructive Insects and Posts Act.
Foodgrains.
Groundnut.
Indian Council of Agricultural Research.
Implements.
Indian Central Cotton Committee.
Indian Coffee Cess Act.
Indigo.
Insects and pests.
Tamil Nadu Commercial Crops Market Acts.
Manure.
Marketing.
Oil-seeds.
Poultry.
Propaganda.
High-level Cotton Committee.
Railway Freight.
National Commission on Agriculture.
Rubber.
Seed selection.
Sugarcane.
Tobacco.
United Planters' Association of Southern India.
Note.—Other sub-heads to be opened as required.
Air-craft.
(Air-guns. See Arms Act.)
(Air Force.)
Alienations—
Land.
(Pension, See Pensions.)
Revenue.
(Aliens. See Foreigners.)
Aliens—Enemy.
(See also enemy property.)
Enemy trading.
Allowances—
Beriz deduction.
Bonus
Charge—
Compassionate—
(Daily. See Travelling.)
Deputation—
General.
House-rent.
Ivu-dittam.
Local—
Madras House
Shorthand—
Tasdik.
Tentage.
Travelling—
Officials.
Non-officials.
Witnesses, etc.
(Ammunition. See Explosives.)
(Anchors. See Marine.)
(Ancient monuments See Archaeology.)
(Andamans.)
(Anicut. See Irrigation.)
(Animals, cruelty to See Cruelty to animals.)
(Animals, wild. See wild animals.)
(Anithrax, See Cattle disease.)
Anti-malarial measures See malaria.)
(

(Antiquities. See Archaeology.)
(Anti-rabic treatment. See Pasteur Institute.)
Apparatus and materials.
Appeals—
(This head is for general orders about appeals. Appeals against orders will be indexed under the subject of the orders. e.g., "Assignment" Departmental appeals will be indexed under the name of the appellant. Village officer's appeals will be indexed under "Village Officers—Appeals". Appeals from the decisions of Civil or Crinminal Courts will be indexed under "Suits", "Appeals" or "Criminal appeals" respectively.)
Second appeals. (The above note applies here.)
Appeal against acquittal. (See also Criminal appeals.)
Appointments—
(General orders about appointments. Individual appointments will be found under the name of the officer concerned.)
Apprentices.
Appropriation—
Additional surrender of.
Unit of.
Appropriation Act.
Arbitration.
Arboriculture.
Archaeology.
Arms Act—
Exemptions.
Licences.
Armistice.
(Army. See Military).
(Arrack. See Excise.)
Arrears—
(See also Revenue recovery.)
Irrecoverable—
List—
of Pension. See Pensions.)
(Artisan Inams. See Inams.)
(Asalminha Gardens. See Inams.)
Assault.
Assessed waste.
Assessment—
Achukattus.
Beriz deductions.
Cess.
Charge for water. (See also Dry zone.)
Composition.
Compounded lands.
Fasaljasti.
Grounderent. (See also Inam. Quit rent, Janmabhogam, Peshkish.)
Land Revenue.
Sivayijama.
Tirvaijasti.
Tirvaikammi.
Tree-patta.
Tree-tax (See also excise.)
Assessors.
Assignment—
Darkhast.
Depressed Classes.
(Central to State. See Funds.)
Land.
Land Revenue.
Military men.
Revenue.
(State. See Funds.)
Assistant Collectors.
Assurance, Life.
Assurances. (See Registration.)
(Asylums. See also Lunatics.)
Audit.
Auditors.
Auditors' certificates. (See Companies Act.)
(Avaram. (See Tanning.)
Aviation.

A—*cont.*

(Avenues *See* Trees.)
Ayurvedic system. *See* Medicine—Indigenous system.)

B.

Backward Classes.
Backyards.
(Badges. *See* Clothing ; also Honours and titles.)
(Badges and Belts. *See* Clothing.)
(Bail. *See* Courts.)

Bank—
Reserve Bank.
(*See* Co-operative Credit.)
(*See* Land Mortgage.)
(*See* Savings Banks.)
Banker's Books.
(Banks. *See* Canals, Tanks, etc.)
(Barges. *See* Marine.)
Barrackes.
Basel Mission.
(Batta. *See* Allowances Travellings.)

(Beer)—
Breveries.
Shops.
Taverns.
(*See* Excise.)

(Belts. *See* Clothing.)
(Bench Courts. *See* Courts.)

(Bench-Mark. *See* Surveys.)
(Beri-beri. *See* Medical.)
Beriz deduction.
(*See* also land Acquisition, also Assessment.)
Bharat Scouts and Guides.
Bicycles.
Bills. (*See* also Treasury.)
(Binding. *See* Book-Binding.)
(Birds, Wild. *See* Wild birds.)
(Birth, alteration of date. *See* Service Books and Rolls.)
(Birth and death. *See* Vital Statistics.)
Bishop.
Black lists.

Black-marks—
(General orders relating to—Individua orders awarding blackmarks to be indexed under the name of the officer concerned.)
(Blankets. *See* Clothing.)
(Block Survey. *See* Survey.)
(Board, Local, *See* Local Boatds.)
(Board, District. *See* Local Boards.)
(Board Panchayat. *See* Local Boards).
(Board of Examinesr. *See* Examinations.)
Board of Communications.
Board's of Standing Orders.
Boating and Shipping Rules,
Boats.
(*See* also Allowances. Travelling.)
Boats and Ferries.
(Boilers. *See* Prime Movers.)
Bonds.
(Bonus. *See* Allowances.)
Book-binding.
(Book, Default, *See* Blockmaker.)

Books and Publications.
(*See* also Registration of Books.
(Books, Service, *See* Service Books.)
(Boring. *See* Pumping and Boring.)
Borstal Schools.

Botanist, Government.

B—*cont.*

Botany.
(Boundary. *See* Survey.)
Breach of Trust.
(Breaches of Contract. *See* Contract also Labour.)
(Bricks, and Brick fields. *See* Public Works.)
Bridges.
(*See* Local Funds, Municipal and Public Works.)
Broadcasting.
(Bronze star, *See* Honours and Titles, Decorations.)
Budget—
Demands for grants.
Discussions.
Estimate, Voting on—
Budget. (General orders regarding ; Individual budgets to be indexed under the name of the Department, local body, etc., to which they relate.)

Buildings—
Chavadi.
Government.
Rented.
(Buildings. *See* Land Acquisition Compensation.)
Bungalows, Travellers.
(Banker Coal. *See* Coal.
Burning and burial grounds. (Papers relating to acquisition of land for these to be indexed under Land Acquisition.)
Burro pits. *See* Public Works.
Business of Government.
Business Rules and Secretariat Instructions.
By-laws.

C.

(Cable. *See* Telegraphs.)
(Calingulla. *See* Irrigation.)
(Camp Equipments. *See* Civil Service Regulations, Allowances, Travelling.)
Camping ground
Canals.
Cantonments.
Caoutachoucined Spirits. *See* Spirits. denatured.)
Carnatic Stipendiaries.
(Carriages. *See* Railways.)
Carriers.
Carts and Cart-hire. (*See* also Travellers.)
Cart-stand.
(Cash-chest. *See* Treasury.)
Cash-keeper. *See* also Treasury.)
Caster-seed. *See* Agriculture.
(Casual leave. *See* Leave.)
Casualities.
(Cattle breeding. *See* Agriculture.)
Cattle census.
Cattle diseases, (*See* also Veterinary).
Cattle mortality.
(Cattle pounds. *See* Pounds.)
Cattle shows. (*See* also Agriculture and Veterinary.)
Cattle trespass.
Cemetaries and tombs. (*See* also Burning and Burial Grounds.)
(Cemetery. (*See* Cemetaries and tombs.)
Censorship.
Census. (*See* also Cattle Census.)
Certificates—Age and Nationality.
Certificates of Identity.
(Certificates, medicals. (*See* Medical Certificates.)
(Certificates of Seaworthiness. *See* Marine.)
Certified Schools.
Cesses. *See* Assessment.)
(Chanks. *See* Fisheries.)
(Channel. *See* Irrigation.)

C—*cont.*

(Chaplains. *See* Ecclesiastical.)
(Charge allowance. *See* Allowance.)
(Charitable Endowments. *See* Endowments.)
Chatram.
Chavadi.
Cheating.
Chentsus.
Cheques.
(Chit funds. *See* Companies Act.)
Cholera. (*See* also Epidemic diseases Medical and Sanitary.)
(Choultry. *See* Chatram.)
(Christian Marriage Act. *See* Marriage.)
Chronology.
(Church. *See* Ecclesisatical—Public Works.)
C.I.D.
Cinchona. *See* also Quinine.)
Cinematograph.
(Circular. *See* Correspondence.)
(Individual circular of course to be indexed under the subjects heads to which each relates.)
(Circumferenter. *See* Survey Instruments.)
(Civil Assistant Surgeons, Post-graduates course. *See* Medical.)
(Civil Courts. *See* Courts.)
(Civil Jails. *See* Jails.)
(Civil Lists. *See* Books and Publications.)
Civil Medical Code.
Civil Procedure Code.
Civil Servants.
Civil Service Regulation. (*See* also Allowances and Advances, etc.)
(Civil suit. *See* Suit.)
Civil supplies.
Classification. *See* Accounts, Settlement, etc.

(Clearance label. *See* Marine.)
Clocks.
Clothing.
(Clubbing. *See* Village Officers' Act and Proprietory Estates Village Service Act.)
Coal.
(Cocaine. *See* Excise drugs.)
(Coconut. *See* Agriculture.)
Codes.
Coffee.
Coffee-stealing.
(Coin. *See* Treasury ; also Currency.)
Collections.
Collector.
College. (*See* also Agricultural Engineering, Forest, Medical, Veterinary, etc.)
(Commandeering. *See* Foodstuffs, etc.)
(Commerce. *See* Industries.)
(Commerce Chamber of—)
Commercial concerns.
Commission.
Commissioner.
(Committee, Advisory. *See* Excise, Medical Students, etc.)
Site—
Temple
Communications
Roads.
Bridges.
(Communal poramboke. *See* Poramboke.)
(Commutation, Pension, Stipends.)
Companies Act, (*See* also Indian Companies Restriction Act.)
(Companies ; Insurance.)
(Compasstionate pension, *See* Pensions.)
(Compensation *See* Land Acquisition.)
Compensation Pension. *See* Pension.)
(Compensation for tenants improvements.
(Completionre port. *See* Public Works.)
(Comiposition. *See* Assessment ; also Criminal cas s Income-tax, Tolls.)
(Compounded lands. *See* Assessment.)
Compounders
(Compulsory Labour, *See* Kudimaramat.)

C—*cont.*

(Conduct, official. *See* Misconduct.
Conferences—
Informals—
Confessions.—
(Confinement, *See* Wrongful confinement
(Conservancy. *See* Rivers ; also Sanitation.)
(Conservator. *See* Forests.)
Constitution of India.
(Construction. *See* Public Works.)
Consuls.
Consular Agents
Vice-Consuls.
Contingencies.
Contract—
Breach of—
Labour—
(Contracts and agreements, *See* Railways.)
(Contribution. *See* Local Boards, Pensions) Public Works, etc.)
(Contributory Provident Fund.)
(Convicts. *See* Prisoners.)
Co-operative—
Credit.
Agriculture Credit Banks.
Central Co-operative Bank(s).
Non-Agricultural Credit Banks.
Primary Land Development Bank(s).
Rural Banks.
Tamil Nadu Co-operative State Land Development Bank.
Tamil Nadu State Co-operative Bank.
Urban Bank(s).
Societies.

Co-operative Societies.

Agricultural Co-operative Credit Societies.
Agricultural Refinance and Development Co-operation Scheme.
Consumer's Co-operatives.
Consumer's Industries.
Co-operative Audit.
Co-operative Education and Trading.
Co-operative Farming.
Co-operative Marketing Societies.
Co-operative Processing.
Co-operative Societies Enquiries.
Co-operative Societies—Executive/Arbitration.
Co-operative Societies—Inspection.
Co-operative Societies—Supersession.
Co-operative Storage.
Co-operative Super markets.
Co-operative Wholesale Stores.
District Co-operative Supply and Marketing Societies.
Employees Co-operative Societies.
Farmers, Service Co-operative Societies.
Ground Water.
International Development Association Programme.
Lift Irrigation Societies.
Liquidation.
Mini Supermarkets.
Money Lenders Act.
National Consumer Co-operative Federation.
Normal Debentures.
Pawnbrokers' Act.
Rural Debentures.

Special Debentures
State Consumer Co-operative Federation
Tamil Nadu Agriculturists Debt Relief Act 1938.
Tamil Nadu Co-operative Land Development Banks Act.
Tamil Nadu Co-operative Marketing Federation.
Tamil Nadu Co-operative Service.
Tamil Nadu Co-operative Societies Act.
Tamil Nadu Co-operative Subordinate Service.

C—*cont.*

Tamil Nadu Co-operative Union.
Tamil Nadu Debt Conciliation Act.
Tamil Nadu Debt Relief Act, 1972.
Tamil Nadu Usurious Loans (Amendment) Act.
Thanjavur Co-operative Marketing Federation.
Unions.

Copies.
Copyists.
Copyright.
(Cordite, *See* Explosives)
(Corners.)
(Corporal Punishment. *See* Whipping.)
Corporation of Madras.
(Correspondence. *See* also Ellis Tomkins' System; Totenham's System.)
Corruption.
Corundum. *See* Mines.)
(Cotton. *See* also Agriculture.)
Cotton control.
Councils of States.
(Counterfeit coins. *See* Currency.)
(Countersignature. *See* Contingencies and Treasury.)
Court of Wards.
(Papers relating to individual estates to be indexed under the names of such estates.)
Courts—
Bench.
Civil.
Criminal.
District.
High.
Sessions.
Small Cause.
Village.
(*See* also Magistrates.) Regarding additional legal heads. *See* paragraph 3 of the instructions on page 238.
(Cowl. *See* Assignment.)
(Crange fees. *See* Marine.)
(Credit. *See* Co-operative credit.)
(Credit notes. *See* Railway.)
Criminal appeal. (*See* also appeal against acquittal.)
(Criminal Breech of Trust. *See* Breach of Trust.)
(Criminal Courts. *See* Courts.)
Criminal justice.
(Criminal lunatics. *See* Lunatics.)
Criminal Procedure Code.
Criminal settlement.
Criminal statistics.
Criminal tribes.
Criminals.
(Crop. *See* Assessment.)
Crop experiments.
Currency.
(Currency chest. *See* Treasury.)
(Currency notes. *See* Treasury.)
Customs:
Cutcherry, Ausam, (*See* Chavadi.)

(Cycles. *See* Bicycles.)
Cyclone.
Cyclostyles.

D

Dacoity.
Dairy.
(Dam. *See* Irrigation.)
Dangerous diseases.
Darbar.
(Darkhasts. *See* Assignment.)
(Dasabandham. *See* Inams.)
(Datestamps ; *See* Rubber stamps.)
(Dead house. *See* Mortuary.)
(Deaths. *See* Vital Statistics.)
(Debentures and Loans. *See* Railways.)

D—*cont.*

Decentralization.
(Decorations. *See* Honours and Titles.)
Defalcations.
Defamation.
(Default book. *See* Blockmarks.)
(Defence force. *See* Military.)
Delegations.
Delemitation.
Demand, collection and balance.
(Demarcation. *See* Survey.)
Demobilization.
(Denatured spirits. *See* Spirits, (denatured.
Dental Surgery.
Deposits.
(Depot. *See* Excise, country liquor ; also Emigration.)
Depressed classes.
(Deputation. *See* Allowances.)
(Orders regarding individual officers to be indexed under the personal names of the latter.)
Deputy Collectors. (*See* also Treasury Deputy Collectors.)
Deputy Tahsildars.
Deserters.
(Designs. *See* Type-designs.)
(Despatch. *See* Correspondence.)
(Destruction of records. *See* Records.)
(Destruction of wild animals. *See* Wild animals.)
(Destruction of rats. *See* Plague, rates.)
(Destructive insects and pests. *See* Insects and pests, also agriculture.)
Detenus. (*See* Prisoners. State.)
Devasthanam. (*See* also Religious institution and temple.)
(Devaswam. *See* States.)
Dhais. (*See* also Nurses, Maternity Assistant and Dhais.)
(Diamonds. (*See* Mines, Minerals.)
Dictionary. (*See* Books and Publications.)
(Differential water-rate. *See* Assessment charge for water.)
(Diglott registers. *See* Accounts village.)
Directory of Animal Husbandry.
Director of Collegiate education.
Director of Health Services and Family Planning.

Director of School Education.
Director of Town-Planning.
(Disafforestation. *See* Forests.)
Disciplinary Proceedings Tribunal.
(Discretionary grants. *See* Grants).
(Dismissal).
Individual cases to be indexed under personal names except in the case of village officers. (*See* paragraph 3 of instructions on page 1) and not under this general head.
(Disposal number system, *See* correspondence.)
Disputes—Agrarain, Communal.
(Distillary. *See* Abkari, Country liquor, arrack.)
(Distribution list (of work). *See* Secretariats. Board of Revenue.)
District and Sessions Judge.
District Board. (*See* Local Boards.)
District Economic Council.
District Gazette. (*See* Gazette)
(District Gazetteers. (*See* Gazetteers).
District Health Scheme.
District Municipalities. (*See* Municipalities.)
District Munsif.
District Development Officer.
(Divisional Charges. *See* Jurisdiction.)
Divisional Officers.
Divisions and Taluks, Redistribution of—
Documents—
(Copies—. *See* Copies).

D—*cont.*

Custody of—.
Production of—.
Return of
Dogs. (*See* also Rabics.)
(Domestic Economy. *See* Books and Publications).
(Domestic science classes, *See* Books and Publications.)
Draftsman.
Drainage.
Dramatic performances.
(Dredger. *See* Marine.)
Drought Prone Areas Programme.
Drugs—
Cocaine.
Ganja.
Morphia.
Opium, etc.
(*See* also Excise)
(NOTE. Under these heads, further sub-heads such as duty, lease, licence, permit, shop, shop-site, warehouse, etc., to be opened as required.)
Dry zone.
(Dufasal. *See* Assessment.)
Duplicators.
Dyes and Dyeing.

E

Earthquake.
Easements.
Ecclesinstical.
Eclipse.

Economic condition.
Economic products.
Education—
Elementary—.
Female.—
Secondary.
Technical. etc.
(Further sub-heads as required)
Elections—
Bye-elections.
Delimination.
Electoral rolls.
Electric—
Fans.
Installation.
Light.
Meters.
Plant.
Wireman.
Electricity.
Elephants.
Ellis Tomkin's system.
Embezzlement.
(Emergency Reserve. *See* Police.)
Emigration.
Encroachments.
(Endowment Funds. *See* Funds—Endowment.)
Endowments—
Charitable—.
Religious—.
Enemy missions.
Enemy property.
Enemy trading.
(Enfranchisement. *See* Inams.)
Engineers—
District Board.
Municipal.
Electrical.
(Engineers, *See* Local Funds and Public Works.)
Engineering—
College.
(Students).

E—*cont.*

(Engines. *See* Railway.)
(Enlistment. *See* Recruiting.)
(Enteric. *See* Medical.)
(Ephemeris. *See* Books and Publications.)
Epidemic diseases.
Epigraphy.
Equitation test.
(Errata lists. *See* Accounts, village.)
Escheats.
Establishments.
Estates—
Attached
Impartible.
(*See* also Proprietary Estates village Service.
Permanently settled.
Estates Land Act.
Estimate.
Under this head general orders relating to estimates will be indexed. Individual estimates will be indexed under the heads to which the individual work relate, *e.g.*, Irrigations, Buildings, etc.)
Ethnography and Ethnology.
Evidence.
Evidence powers.
Examinations
Half-yearly—
Promotion—.
Septennial—.etc.
(Examiners, Board of. *See* Examinations.)
Exchange.
Excise—
(NOTE. Under this head, sub-heads such as duty, licence, permit, shop, tavern to be opened as required.)
Central.
Iron and steel.
Matches.
Motor Sprit.
Silver.
Sugar, etc.
Excise Committee.
Excise Licensing Board.
(Exemptions. *See* Examinations.)
Exhibition.
Exhibits.
(Expenditure. *See* Accounts, Funds, etc.)
Experimental station.
(Exploring licences. *See* Mines.)
Explosives—
Magazine.
Manufacture.
Possession.
Sale.
Transport.
(Export. *See* Trade.)
Extradition.
(Extraordinary pensions. *See* Pensions.)

F

Factories.
(Fairs *See* Cattle diseases.)
(Fairs and Festivals.)
False Evidence. (*See* Evidence.)
Family Pension. (*See* Pensions.)
Family Planning.
Famine—
Programme.
Relief.
Relief Fund.
Tools.
(Farcy. (*See* Cattle disease.)
(Fasaljasti. (*See* Assessment.)
(Fasalkammi. (*See* Assessment.)
(Fedration.
(Fees—
(Consulting.
(Examination, etc.

F—*cont.*

Fees to pleaders.
General orders alone. (Individual cases will be indexed under the suit to which they relate.)
Ferries.
Festivals. (*See* also Fairs.)

(Field-measurement book. *See* Survey.)
(Fifty five-years' rule. *See* Civil Service Regulations.)
Financial Department.
(Financial. *See* Treasury.)
(Financial irregularities. *See* Accounts Objection, Appropriation, Defalcation.)
Financial Statement.
Fines.
(General orders about– Individual orders indicating to be indexed under "Village Officers" if the officer fined is such, and otherwise under the personal name of the officer fined.)
Finger-prints.
Fire. (Precautions against,– etc.)
(Fish. *See* Game and Fish Preservation.)
Fish farms.
Fisheries—
Rental.
Five-Year Plan.
(Fixed Fee system. *See* Excise.)
(Flag files. *See* Stationery.)
(Flag. *See* Flags and Flag Staffs.)
(Flags and Flag staffs.)
(Flag staffs. *See* Flags and Flag staff).
Floods.
Food Control.
Food grains (*See* also Agriculture).
Food Control.
Food grains (*See* Agriculture.)
Food-stuffs.
Foreign Service. *See* Civil Service Regulations and Fundamental Rules.)
(Foreigner, Hostile, *See* Alines, Enemy.)
(Foreigners.
(Foreigners, entry of. *See* Aliens, Ingress into India.)
Foreigners Act.
Foreshore.
Forests.
Forest Settlement.
Forestry, Board of.

(NOTE.—Under this head, sub-heads should be opened as required *e.g.*, disafforestation, reserves, seigniorage timber transit unreserves, etc. *See* also Grazing.)
Forfeiture.
Forgery.
(Forms. *See* Stationery).
Fortnightly report.
Franchise.
(Fradus. *See* Defalcations.)
French Establishments in India.
(Frontier. *See* States.)
(Fuel. *See* Forests.)
(Fugitive offenders. *See* Extradition.)
Funds—
Diversion.
Endowment.
Investment.
Sinking.
Fundamental Rules.
Furlough. (*See* Leave.)
Furniture.

G

Game. (*See* Wild birds.)
Game Rules. (*See* Forests.)
Game and fish preservation. (The Nilgiris.)
Ganja. (*See* Drugs.)
Gaol. (*See* Jails.)

G—*cont.*

Gauge, Rain. (*See* Rain-gauge.)
Gazette.—
District.
Tamil Nadu Government.
of India.
Police.
Registration.
Gazetted officers.
(NOTE.—General orders only. Orders affecting individuals to be indexed under their respective names.)
Gazetteers.
Genealogy.
General Clauses.
General Hospital. (*See* Medical—Public Works.)
General Provident Fund. (*See* Provident Fund.)
Geology.
Girders and Sleepers. (*See* Railways.)
Glanders. (*See* Farcy.)
Glass. (*See* Stores.)
Glue. (*See* Industries, Stationery.)
Government Analyst.
Government Farm. (*See* Agriculture.)
Government consignments.
Government House. (*See* Public Works.)
Government Maternity Hospital. (*See* Medical— Public Works.)
Government Museum. (*See* Museums.)
Government Opthalmic Hospital. (*See* Medical— Public Works.)
Government Pleader.
Government Press.
Government Secretaries.
Government Servants' Conduct Rules. (*See* also Official Misconduct.)
Governor, the
Governor's tour.
Gramanatam. (*See* House-site.)
Grants.—
Capital Works.
Discretionary.
Maintenance.
Special Teaching.
Village Roads.
Gratuity. (*See* Pensions.)
Grazing—
Fees.
Grounds.
Rules.
Green manure. (*See* Manure, also Forests.)
Groundnut. (*See* Agriculture.)
Ground rent. (*See* Assessment.)
Guardians and Wards.
Gun licences. (*See* Arms Act.)
Guns. (*See* Arms Act.)

H

Hackney Carriage Act.
Halting allowances. (*See* Allowances, Travelling.)
Harbour dues, (*See* Marine.)
Headman. (*See* Village Headman.)
Headquarters.
Headquarters Deputy Collector. (*See* Deputy Collector.)
Headquarters hospital. (*See* Local Funds Municipal— Medical.)
Headquarters Sub-Collector. (*See* Sub Collector.)
Heads of departments. (General Order only.)
Health—
Inspectors.
Lecturers
Officers.
Propaganda.
Visitors.

H—*cont.*

Hereditary village officers (*See* Village Officers, Hereditaty.)
Hides. (*See* Hides and Skins).
Hides and Skins.
High Court. (*See* Court, High).
Hill allowance.
Hindu Law.
Hindu Religious Endowments Board.
Holidays.
Honorary Medical Officer.
Honorary Medical Service.
Honorarium. (*See* Fundamental Rules).
Hook swinging.
Hookworm. (*See* Medical).
Hospital stoppages.
Hostel.
Hostile aliens (*See* Aliens Hostile, Enemy trading, Defence of India.)
Hot weather charges. (*See* Contingencies.)
House-breaking.
House of the People.
House-sites. (*See* also Assessment Ground-rent, Village-sites).
House Surgeons and Physicians.
House-tax (*See* Municipal Unions).
Hygiene (*See* Sanitation).

I

Impartible Estates (*See* Estates).
Import. (*See* Trade).
Improvements Tenants (*See* Compensation for tenants' improvements).
Inam Commissioner.
Inams—
 Artisan.
 Asalminha.
 Beriz deduction.
 Charitable and Religious.
 Dasabandham.
 Personal.
 Quit-rent.
 Survey-excess.
 Title-deed.
Income-tax—
 Auditors.
 Collection.
 Composition.
 Exemptions.
 Objections.
 Refunds.
 Revision.
Incorrigibles (*See* Criminals).
Indents. (*See* also Plant, Stationery. Stores etc.)
Indentured labour (*See* Emigration).
Index (*See* Correspondence, Records, Tottanham's system).
Indian Army Reserve (*See* Military).
Indian Articles of War (*See* Articles of War).
Indian Chiefs.
Indian Christian Marriage Act (*See* Marriage, Christian).
Indian Civil Service—
 Family Pension Fund.
 Provident Fund.
Indian Companies Act (*See* Companies Act).
Indian Companies Restriction Act.
Indian Defence Force (*See* Military).
Indian Emigration Act. (*See* Emigration).
Indian Explosive Rules. (*See* Explosives).
Indian Institute of Science.
Indian Medicine (Siddha Systems).
Indian Military Service(Family Pension Fund).
Indian, Penal Code.
Indian Police.
Indian Registration Act (*See* Registration).

I—*cont.*

Indian Roads Congress.
Indian Science Congress.
Indian Territorial Force (*See* Military).
India rubber (*See* Agriculture rubber).
Indigenous System of Medicine, College of—
Indigo (*See* Agriculture, indigo).
Industries.
Infected area (*See* Plague).
Infirmary (*See* Cruelty to animals), Medical, Veterinary).
Informal conferences (*See* conferences).
Informal panchayats (*See* Panchayats).
Ingrassin to India.
Ink. (*See* Stationery).
Inceulation (*See* Plague, Vaccination Veterinary).
Inquiries (*See* Public servants).
Inscriptions. (*See* Epigraphy, Archaeologys).
Insects and Pests. (*See* Agriculture).
Insolvency.
Inspecting agency (*See* Education).
Inspector-General of Police. (*See* Police).
Institute of Science. (*See* Indian)
Instruments—
 Drawing.
 Mathematical, etc.
Instruments, Negotiable (*See* Negotiable Instruments).
Instruments, Survey, (*See* Survey).
Insult.
Insurance—
 (*See* Companies).
 Life.
 Postal.
Interest.
Invalid pension. (*See* Pensions).
Inventions.
Investigations. (*See* Criminal Procedure Code).
Investiture (*See* Honours and Titles).
Irr coverable arrears. (*See* Arrears).
Irrigation—
 Accounts.
 Cess Fund.
 Dispute.
 Panchayats.
 Projects.
 Works.
(Under these sub-heads, further sub-heads such as channels, sluices, etc., may be used as required).
Irrigation, General—
 (Papers relating to charge for water to be indexed under Assessment Charge for water.)
Irrigation, Major.
Irrigation, Minor.
Iron—
 (*See* Mines).
 (*See* also Industries).
Islands (*See* also Amindvi Laccadives, etc).

J

Jaghir. (*See* Estates).
Jail manufacture. (*See* Stores).
Jails.
Jam. (*See* Industries).
Jamabandi
Janmaboogam. (*See* Assessment.)
Janman Registration. (*See* Malabar Land Registration.)
Jetty. (*See* Marine—Pier).
Jodi. (*See* Inam, Quit-rent).
Jainning time. (*See* Fundamental Rule).
Joint patta. (*See* Patta).
Joint-Stock Companies : (*See* Companies).
Judges. (*See* Courts).
Judicial.

J—cont.

Jungle-streams (*See*, Irrigation, General).
Jurisdiction.
Jurors—
Exemption.
Justice of the Peace.
Jute (*See* Agriculture—Industries).

K

Kala-azar (*See* Medical).
Karnam (*See* Village Officers).
Kazi.
Keddah operations (*See* Elephants).
Kerosene oil
Control.
Keys (*See* Treasury).
Khandam (*See* Survey).
Khandam Dasabandam. (*See* Inams).
Kharita (*See* Indian Chiefs).
Khasra (*See* Survey).
King Institute (*See* also Bacteriology, Inoculation Vaccination).
Kistbandi (*See* Assessment).
Kists (*See* Assessment).
Kudimaramat.
Kudivaram (*See* Assessment—Estates Land Act—Inam, Land Acquisition).

L

Labour.
Labour, Compulsory (*See* Kudimaramat).
Labour and Emigration (*See* Emigration).
Labour and Employment Bureau.
Labour Contracts (*See* Contracts).
Labour Department.
Labour Planters' (*See* Planter's Labour).
Laccadives. (*See* Islands).
Lakes. (*See* Tanks).
Land.
(This head to be very sparingly used. *See* such heads as Assessment, Assignment, Land Acquisition, Railway lands, etc).
Land Acquisition,—
Beriz deduction.
Cash.
Compensation.
Deduction and Peshkash.
Grant of land.
Notification.
Reference to courts (*See* suits.)
Land alienation. (*See* Alienations Land).
Land assignment. (*See* Assignment Land).
Land attachment. (*See* Estates Land Act Revenue Recovery).
Land-cess. (*See* Assessment).
Land customs (*See* customs).
Land encroachments (*See* Encroachments).
Land Improvement Loans (*See* Adavances).
Land Records.
Land Reforms.
—Tenancy Legislation Land ceiling Act.
Land Relinquishment.
Land Revenue.
Land transfer. (*See* Transfer).
Landed property.
Landed property statement (*See* Periodical Returns).
Landing and shipping Fees Committee. (*See* Marine).
Language Tests (*See* Examinations).
Lanka.
Lantana.
Lascars (*See* Marine).
Latrines (*See* Medical—Public Works).
Law and Justice.
Law and Orders.
Law charges (*See* Fees to Pleaders, Suits).
Law College.
Law Officer (*See* Government Pleader).

L—*cont.*

Law Reports.
Law suits. (*See* Suits).
Lawrence Asylum Almanac. (*See* Books and publications).
Leases. (*See* also Mining leases).
Leave
Generela orders only. Individual cases under personal names of Officers concerned).
Maternity.
Legal assistance.
Legal practitioners.
Legislative Council. (*See* also Elections).
LeperAsylum. (*See* Medical—Public Works).
Lepers. (*See* Medical—Sanitary).
Leprosy.
Letters of request.
Leveling instrument. (*See* Survey).
Library.
Licenses. (*See* Abkari, Arms, Country liquor, Drugs, Explosives, Foreign liquor, Game, Kerosene oil, Market, Marriage, Mines, Motor vehilces, Petroleum, Poisons
Lien. (*See* Appointment).
Lifs Insurance. (*See* Assurance).
Lighthouse. (*See* Marine—Public Works).
Lightning Conductors. (*See* Public Works).
Limitation.
Limited proprietors.
Line clossing. (*See* Railways).
Lines. (*See* Railways).
Liquors. (*See* Excise, Country liquor, Foreign liquors).
Liquor Shops. (*See* Excise, Country liquor, Foreign liquor.)
Liveries. (*See* Clothing).
Loans. (*See* also advances).
Local Boards.
District Panchayat.
Local Funds.
(Under this head, a large number of sub-heads will be required, which should be selected from the heads and sub-heads in this list).
Local Fund Audit Department.
Local purchase. (*See* Stores also Delegations).
Locks. (*See* Canals also Treasury).
Locusts. (*See* Agriculture, Insects and Pests).
Lorry and lorry drivers. (*See* Military).
Lottery.
Luggage. (*See* Civil Service Regulations).
Lunacy Act.
Lunatic—Criminal (*See* also Asylums).
Lymph. (*See* vaccination).

M

Madras Port Fund (*See* Marines).
Madras Port Trust.
Magazines.
Magisterial. (*See* also Courts, regarding sub-heads please *See* note on page 238).
Magistrates—
Additional District.
Assistant.
Bench.
District.
First-class.
Joint.
Honorary.
Presidency.
Saristadar.
Special.
Sub-divisional.
Subordinate. (*See* also Courts, Criminal.)
Magnesite. (*See* Mines.)
Mails. (*See* Post Office.)
Maintenance. (*See* Criminal Procedure Code.)

M— cont.

Maintenance. (*See* Land Records.)
Malaria. (*See* also Sanitary, Quinine.)
Malikhana. (*See* Pensions.).
Malversation.
Mamul wet.
Manganese. (*See* Mines.)
Manual. (*See* Books and Publications.)
Manual Training. (*See* Education.)
Manuare. (*See* also Agriculture, Forests—Green Manure.)
Maps. (*See* Survey, Land Records.)
Marine. (*See* also Madras Port Trust.)
Markets. (*See* Local Funds—Municipal—Sanitary Board.)
Marks. (*See* Merchandise marks.)
Marriage.
  Christian.
  Malabar.
  Registrar.
  Remarriage of Hindu widows.
Measures.
Medals. (*See* Honours and Titles.)
Medical (General orders only.)
Medical—
  Board.
  Certificates.
  College.
  Compounders.
  Director of Health Services and Family Planning.
  District Medical Officer.
  Institution.
  Practitioners.
  Register.
  Registration.
  School.
  Surgeons.
(Numerous other sub-heads will of course be required.)
Medical Council of India.
Medical Education.
Medical Stores—
  Medicine chest.
  Medicines, etc.
Medicine Homeopathy.
Memorials. (*See* Petitions.)
Merchandise marks.
Merchant Shipping. (*See* also Marine.)
Materology. (*See* also Obsorvatory.)
Meters. (*See* Electric metres—Irrigation—Water-supply).
Methylated spirits. (*See* Spirits Denatured.)
Mica. (*See* mines.)
Midwifery. (*See* Local Funds—Medical—Municipal.)
Mileage allowance. (*See* allowances. Travelling.)
Military.
Military pupils.
Military cantonments. (*See* Cantonments.)
Military pensioners. (*See* pensioners.)
Military prisoner. (*See* Military.)
Military proprietes. (*See* Revenue recovery.)
Military Service Family Pension Fund. (*See* Indian.)
Mills. (*See* Industries.)
Minerals. (*See* Mines.)
Mines—
  Geological Survey of India.
  Indian School of Mines.
  Manganese.
  Mica.
  Monosite, etc
  Private.
  Seigniorage.
  Shared.
  State.
  Quarries.
  ining

M— *cont.*

  Certificate of approval.
  Leases.
  Prospecting. Licenses.
Ministers.
  Council of
Minor Irrigation. (*See* Irrigation.)
Minors. (*See* Court of Wards, Guardians and Wards, Village Officers.)
Mirasi rights.
Misappropriation.
Misconduct—
  Official.
  Professional.
Monsoon Damages.
Monuments, Ancient. (*See* also Archeology.)
Morphia. (*See* Abkari, Drugs.)
Mortuary. (*See* Local Funds—Medical—Municipal—Public works.)
Mosque. (*See* Religious institutions.)
Motor Vehlices.
Muhammadan Law.
Mule-breeding. (*See* Veterinary.)
Municipal.
Municipal Account Code.
Muncipal Commissioners.
Municipalities.
Municipal limits.
Munitions.
Munsif, District (*See* Courts, Civil.)
Munsifs, Village. (*See* Village Officers.)
Murder.
Museum.
Muslims.
Mussalman Wakfs.
Muttadar. (*See* Agency.)
Muttas. (*See* Agency.)
Mycologist, Government.

N

Nationality. (*See* Certificates of age and nationality.)
Nattam. (*See* Village-site.)
Naturalization.
Navigation. (*See* also Marine.)
Navy.
Negotiable instruments.
Neutral vessels. (*See* ship.)
Neutrals.
Newspaper reporters.
News papers.
Newspaper, security from. (*See* Press Act.)
Notaries., Public.
Notes, Currency. (*See* Currency notes, also Treasury.)
Notes promissory. (*See* Promissary notes)
Nuisance, town. (*See* Town nuisances.)
Nurses, Maternity Assistants and Dhais.
Nutritional research.

O

Oaks.
Obituary notice.
Objection statements. (*See* Audit Treasury)
Observatory.
Office accommodation. (*See* Buildings.)
Office machinery.
Office Orders.
  (General orders regarding their issue, etc. Individual orders will be indexed under their subject heads.)
Office procedure. (*See* Correspondence—Tottenham's system.)
Officers, Gazetted. (*See* Gazetted Officers.)
Officers, Subordinate. (*See* Subordinate Officers.)

O—*cont.*

Official etiquette. (*See* Correspondence.)
Official misconduct. (*See* misconduct.)
Official publications. (*See* Books and Publi cations.)
Official Receivers.
Official Refree.
Official Secrets.
Official Trustee.
Oil control. (*See* Kerosene oil Control.)
Oil seeds. (*See* Agriculture.)
Oils.
Opium. (*See* Excise , Drugs.)
Ordinances. (*See* under several shorttitles.)
Oriental languages. (*See* Books and Publications, Education, Examinations, library.)
Out-posts. (*See* Marine.)
Outposts. (*See* Police Stations.)
Out-turn. (*See* Agricultural Statistics.)
Over payments. (*See* also Assessment.)
Overtime fees.
Oyster farms. (*See* Fisheries.)

P

Paddy,. (*See* Foodgrains, Agriculture.)
Paddy, breeding station. (*See* Agriculture.)
Padlocks. (*See* Treasury.)
Palm disease. (*See* Agriculture.)
PanchayatBoards. (*See* under Local Boards.)
Panchayat—
  Forest.
  Informal.
  Village.
Paper. (*See* Stationery.)
Paper currency. (*See* Treasury.)
Paper, Government. (*See* Promissory notes.)
Paper manufacture.
Parks and Gardens.
Parliamentary questions.
Parliamentary Secretaries.
Partition.
Passages.
Passports.
Pasteur Institute.
Patent.
Patta. (*See* also Assessment.)
Patta transfer. (*See* Trasnfer.)
Pattadar.)
Pay. (*See* Salary.)
Pay Bill. (*See* also Treasury.)
Pearl Fishery. (*See* Fisheries.)
Penal Code. (*See* Indian Penal Code.)
Penal water-rate. (*See* Assessment. Charge for water.)
Pensions—
  Alienations.
  Applications.
  Arrears.
  Compassionate.
  Compensation.
  Extraordinary—
  Family—
  Invalid—
  Political—
  Retiring—
  Superannuation—
  Wound—
  Yeomiahs.
Pensioners, Political—
  (Carnatic. (*See* Carnatic Stipendiaries.)
  Ceylon.
  Golgonda.
  Kandyan.
  Masulipatnam.
  Military.
Percentage charges. (*See* Public Works.)
Periodical Returns.
Periodicals. (*See* Books and Publications.)
Permanent advance. (*See* Advances.)
(Permanently-settled estates. (*See* Estates ; also Peskash.)

P—*cont.*

Permit. (*See* Abkari, Foreigners.)
Prepetual Assistants. (*See* Pensioners Political.)
Personal Assistants. (*See* Collectors, Inspector-General, etc.)
Personal effects. (*See* Civil Service Regulations, Travelling allowances.)
Peskash. (*See* also Estates.)
Petitions. (General orders regarding)—
Petrol.
Petroleum.
Petty construction. (*See* Public Works.)
Pharmacy.
Phosphorus.
(Piece-goods.)
Pier. (*See* Marine.)
Pilgrime.
Pipes. (*See* Drainage Irrigation Water-Supply, Building, etc.)
Places of public resort.
Plague.—
  Infected area.
  Inspection stations.
  Observation.
  Sheds.
Plans. (*See* Correspondence, Estimated Maps, survey.)
Plants. (*See* Tools and Plants.)
Planters, European.
Planters' Labour.
Pleaders. (*See* Legal Practitioners.)
Pleaders Government. (*See* Government Pleaders.)
Podu cultivation.
Poisons Act.
Police—
  Assistant Superintendent.
  Constable.
  Deputy Inspector-General.
  District Superintendent.
  Guard.
  Inspector.
  Inspector-General.
Investigation. (*See* Criminal Procedure Code.)
Quarters.
Railway—
  Reserve.
Special—
  Station.
  Sub-Inspector.
Torture.
Village. (*See* Village officers.)
Sub-heads to be employed under this selected from the heads and sub-heads in this list.
Political.
Political Agent.
Political agitation—
  Civil Disobedience movement.
  Non-Co-operation movement.
(Political detenus. (*See* Prisions Carnatic
Political meetings.
(Political Pensioners. *See* Pensi stipends.)
Political suspects.
Politics.
Pony-breeding. (*See* Veterinary horse-breeding.)
Poramboke.
Port. (*See* Marine.)
Port dues. (*See* Marine.)
Port funds. (*See* Marine.)
Port Trust Board.
Post-graduate course. (*See* Medical.)
Post-mortem—
  Examinations.
  Sheds.
Post Office.
(Poultry (*See* Agriculture.)
Pounds.
Powers of Attorney.

P—*cont.*

Precedent warrant of.
President of India.
(Press. *See* also Government Press.)
Press Act.
Press Communique.
Prevention of Adulteration Act.
(Prevention of cruelty to animals. *See* Cruelty to animals.)
Prices, control of.
Prickly-pear.
Prime movers.
Printing. (*See* Press, Stationery.)
Priority.
Prisioner State.
Prisoners testimony.
Prisoner's of war.
(Prisons, *See* Jails.)
Private Practice.
(Privilege leave. *See* Leave.)
(Privies, *See* Latrines.)
Prize Court.
Probate.
(Procedure Codes, *See* Civil Procedure Code, Criminal Procedure Code.)
(Process, *See* also Revenue recovery Rent recovery.)
Process-servers.
Processions.
(Progress reports. *See* Periodical Returns)
(Progressive scale. *See* Salary).
Prohibition.
Prohibitory orders.
(Projects *See* Irrigation.)
Promissory notes.
(Property, transfer of. *See* Transfer of property.)
Property unclaimed.
(Proposition statement. *See* Establishment.)
(Proprietary Estate. *See*. Estate.)
(Proprietary Estates Village Service. *See* also Village Officers.)
Proprietors limited (*See* Limited Proprietors.)
(Proscription. *See* Press Act.)
Prosecution.
(Prospecting licence, *See* Mininig)
Provident Fund.
(Public endowments. *See* Endowments.)
Public Health.
(Public Prosecutor. *See* Government Pleader.)
(In districts where the two offices are distinct, papers-relating to each will have to be indexed separately as far as possible, but many orders may be found to apply to both.)
(Public resort. *See* Places of.)
Public Servants—
Inquiries.
Legal assistance to.
Memorials.
Punishments.
Public Services—
All-India Service.
Civil Service (Classification, Control and Appeal) Rules.
State.
State and Subordinate.
Subordinate.
Public Service Notification.
Public Works.
Public Works Department.
Publications, Government.
Public Works Workshops.
(Publication, *See* Books and Publications.)
(Publications, obscene. *See* Books and Publications, Press Act.)
(Publications, objectionable. *See* Books and Publications Press Act.)
Publicity.
Pulp. *See* Forests, Paper Manufacture).

P—*cont.*

Pumping and boring.
(Punkahs. *See* Contingencies.)

Q

Qazi See Kazi
(Quarries. *See* Mines; also Quarrying.)
(Quarring See Mines)
(Quarters. *See* Buildings.)
Quarantine.
(Questions. *See* Tamil Nadu Legislative Council and Tamil Nadu Legislative Assembly.)
(Quinine. *See* also Malaria).
(Quit-rent. *See* Inams.)

R

Rabies.
Radium.
(Rail borne trade. *See* trade.)
(Railway-affecting tank. *See* Railway protection.)
Railway(s)—
Accidents.
Board.
Carriages.
Contracts and agreements.
Credit notes.
Debentures and loans.
Engines.
Girders and sleepers.
Line crossings.
Lines.
Overbridge.
Protection.
(Rates and fares, *See* also Fundamental Rules).
Rolling-stock.
Station.
Tickets.
Time-table.
Wagons.
(Rainfall. *See* Season Report.)
Rain-gauge.
Rape.
Rates.
(Rates and fares, *See* Railways.)
(Rats. *See* also Plague.)
Re-appropriation.
Record rooms. (*See* also Public Works.)
Record of rights. (*See* also Estates Land Act.)
Records. (*See* also Correspondence.)
(Recovery of rent—of Revenue. *See* Estates Land Act, Revenue recovery.)
Recruiting,
(Referencing. *See* Correspondence.)
Reforms.
Reformatory.
Refunds. (*See* also Accounts, Abkari Assessment, Deposits, Excise, Treasury.)
Regional languages.
(Registers. *See* Correspondence, Stationery Accounts, Deposits, Treasury).
—of Births and Deaths, *See* also Vital Statistics)
—of Books.
Department.
Inspector, General of—
(Janmam. *See* Malabar Land Registration.)
(—marriages, *See* Marriages, *See* Medical Practioners.)
(Regulations. *See* under respective short titles.)
(Regulators. *See* Irrigation—Public Works.
Release. (*See* Prisoners.)
(Relief Works. *See* Famine.)
Religious institutions.
Relinquishments.
(—of Inams. *See* Inams.)

R—*cont.*

(Remarriage. *See* Marriage.)
(Remission of sentence. *See* Prisoners.)
(Remission. *See* Assessment.)
(Remittance transfer receipt *See* Treasury.)
Remittances. *See* Treasury.)
(Rent. *See* Buildings.)
Rent recovery. *See* Estates Land Act.)
(Repatriation. *See* Aliens—Enemy.)
Repealing and Amending Act.
(Reports. *See* Completion—*Correspondence.*)
(Reports and Returns. *See* Periodicals).
Reserve Bank of India.
(Reserve police. *See* Police reserve.)
(Reserved forests. *See* Forests.)
(Resolutions. *See* Madras Legislative Council and Madras Legislative Assembly.)
(Resettlement. *See* Settlement.)
Residences. *See* Buildings, Type—designs.)
(Resignation. *See* Retirement.)
Rest Houses.
Retaining fee. *See* Government Pleader.)
(Retirement, (General orders, Individual causes to be indexed under personal names.)
(Retiring pension, *See* Pensions.)
Retrenchment.
(Returns. *See* Correspondence, Periodical—Reports and—.)
Revenue Department.
Revenue Inspectors. (*See* also Land Records and Registration.)
Revenue recovery.
Rewards—
Police.
Revenue.
(*See* also Eschats, Pensions, Wild animals.)
(Rice. *See* Foodstnffs.)
(Riding Test, *See* Equitation Test.)
(Rinderpest *See* cattle disease, Veterinary for water irrigation, Poromboke, Quarrying.)
Riots, Rivers. (*See* Assement charge.)
Rivers, Conservancy.
Road Development Fund.
Road traffic.
Roads—
Forest—
Public—
(*See* also Local Funds, Poramboke Public Works.)
Robbery.
(Roll of Honour. *See* War.)
(Rolling stock *See* Railways.)
Rout book.
(Royalty. *See* Mines.)
Rubber.
Rubber stamps.
Rules.
Rural development.
Rural indebtedness.
Rural water-supply.
(Riots. *See* Conferences, Informals.)
Ryotwari.

S

Safes (*See* Treasury)
Salary (*See* also Fundamental Rules, Treasury, Village officer.)
Sales tax.
Salt—
Collection.
Concession.
Epsom—
Extensions.
Factory.
Manufacture.
(Other sub-heads as necessary.)
Saltpetre.

S—*cont.*

(Sanction, powers of. Index under designation of officer concerned.)
(Sand. *See* Foreshore, Rivers.)
Sandalwood. (*See* also Forests.)
Sanitation—
Sanitary design.
Sanitary Engineer.
Sanitary Inspector.
(*See* also Dry Zone.)
S(aving Banks.
(Saw Mills. *See* Forests.)
(Seavenging. *See* Sanitation.)
(scholarships.)
Schools (*See* Education—Local Funds—Municipal—Public Works.)
(Survey—*See* Survey.)
(Scouter. *See* Bharat Scouts and Guides.)
Sea Customs—*See* Customs.
(Sealing wax. *See* Stationery.
(Seaman. *See* Marine.)
(Search fees *See* Records.)
Season Report. (*See* also Statistics).
Secretariat—
Governor's.
Government.
Tamil Nadu Legislature (Assembly) and Council.)
Secretary.
(Secrets, Official *See* Official Secrets.
Security.
(Security Proceedings. *See* Criminal Procedure Code.)
Sedition.
Seditions Meetings.
(Seed-beds. *See* Assessment.)
Seed selection. *See* Agriculture.
(Seigniorage. *See* Forests.)
Sepoys. *See* Military (Revenue Reccovery.)
Sericulture.
(Serum. *See* Medical, Veterinary.)
Service—
Last Grade.
Superior.
War.
Service Books and Rolls.
Service Deficiency in. (*See* Pensions.)
Service,i extension of. (*See* Civil Service Regulatons.)
(Service Rolls, *See* Service Books and Rolls.)
(Sessions Court, Judge. *See* Court of Sessions.)
Settlement—
Re-settlement.
Permanent.
(Settlement, *See* also Jamabandi Survey.)
(Permanent, *See* Estates.)
Shell pit.
Shells.
(Ship-building. *See* Marine.)
(Ships, shipping feeds. *See* Marine.)
Ships white and black lists. See Marine.)
Shorthand.
Shorthand writers. (*See* also Examinations.)
(Shroffs. *See* Treasury.)
(Shrotriyam, *See* inam.)
(Shutters. *See* Canals tank.)
Siddha system. *See* under Indian Medicine.)
(Silk. *See* Sericulture.)
(Silt. *See* Canals, Tanks, etc.)
(Sinking funds. *See* Funds, sinking.)
Site Committee.
(Sites. *See* House-site.)
Slaughter-houses,
(Sluices. *See* Canals, Tanks.)
(Smallpox. *See* also Vaccination, Inoculation.)
(Smuggling. *See* Excise, Arms Act, Customs.)
Snakes.

S—*cont.*

(Soaps, *See* Industries.)
Social hygiene.
(Societies, Assurance, *See* Assurance.)
(Societies, Co-operative Credit. *See* Co-operative Credit.)
(Soldiers. *See* Military.)
(Soldiers, discharged. *See* Demobilization.)
Spare copies of Government orders.
Special duty.
[Special funds. *See* also Chavadis, Irrigation (minor) Ponds, village officers.]
Special pay.
(Special staff. *See* Settlement.)
(Special Tests. *See* Examinations.)
Specific Relief.
(Spike disease. *See* Sandalwood.)
Spinning. *See* Weaving.)
Spirits, Denatured.
Spirts, Rectified.
State Carriages.
(Stallions. *See* Advances—Agricultural) Horse-breeding, Mule-breeding, Pony-breeding, Veterinary.
Stamp Act.
Stamp Vendors.
(Stamping party. *See* Measures.)
Stamps. (*See* also Rubber stamps.)
(Standardized list. *See* Forms, Furniture, etc.)
Stands—
Buses.
Carts.
State-grants.
(State loans. *See* Loans, Grants, *See* also Funds.)
States, Merged.
(State prisoners *See* Prisoners.)
(State Prosecutor, *See* Government Pleader.)
Stationery—
Covers.
Flatfiles.
Forms.
Ink.
Paper.
(Other sub-heads to be opened as required.)
Statistics—
Agricultural.
Season-report.
Tourist traffic.
(*See* also Accounts—Village, taluk.)
(Statistics, vital. *See* Vital statistics.)
Statuary rules—
Civil Services (Classification, Control and Appeal) Rules.
(Steam-roller *See* Local Funds, Municipal, Public Works.)
(Stenographer—Stenotypist. *See* Shorthand Writers.)
Stipends.
(Stock files. *See* Correspondence.)
Stores.
(Strawboards. *See* Stationery).
(Students' Advisory Committee. *See* Committee, Advisory, Students.)
Sub-Collectors.
(Sub-divisions. *See* Land Records and Survey.)
Sub-Judges.
(Sub-Magistrates. *See* Court, Criminal, Deputy Tahsildars and Magistrates.)
Subordinate officers.
(General orders only. Orders affecting individulas to be indexed under their names.)
(Sub-Registrars, *See* Registration Department.)
(Subsidy. *See* Funds.)
(Sub-treasury, *See* Treasury.)
Sugar Committee.
(Sugarcane. *See* Agriculture.)

S—*cont.*

Suicide.
Suits.
Suits, Appeal,
Acquisition Reference.
Original.
Pauper.
(Rent. *See* Estates Land Act.)
Small Cause.

[First will be indexed any general orders relating to suits, then papers relating to individual suits under each sub-head (Appeal, etc.). First will come the name of the district where the court is situated that is dealing with the suit. Then the designation of the court, then the number of the suit preceded by appropriate abbreviations, "A.S.", (Appeal Suit), "O.S." (Original Suit), etc. These abbreviations will be arranged in alphabetical order and under each the suits will be arranged according to their years and numbers.[

Summons, Revenue. (*See* also Processes.)
(Superannuation Pension, *See* Pensions.)
Superior Civil Services—
Fee concessions.
Passage regulations, etc.
(Supplies, Civil *See* Civil Supplies).
Supplies to—
Touring officers.
Travellers.
Troops.
Surcharge.
(Surgeons, Assistant, Civil Assistant, *See* Medical.)
(Surrender of appropriation. *See* Appropriation, Surrender of.)
Survey (*See* also Land Records, Settlement.)
Survey and Boundary Acts.
(Survey Marks, *See* Survey.)
(Suspects. *See* Political Suspects.)
Suspension.
(General orders on this subject. Individual cases will be indexed under the personal name of the officer concerned.)
(Suspension of Revenue collections. *See* Assessment.)

T

(Tahsildars, Deputy. *See* Deputy Tahsildars.)
(Talaiyaris. *See* Village officers.)

Taluk—
(Accounts. *See* Accounts, Taluk.)
(Head Accountants. *See* Accountant.)
(Clerk Magistrates. *See* Magistrates.)
Tamil Nadu Financial and Account Code.
Tamil Nadu Leave Rules.
Tamil Nadu Legislative Assembly.
Budget Motions.
Questions.
Resolutions.
Tamil Nadu Legislative Council.
Budget Motions.
Questions.
Resolutions.
Tamil Nadu Public Service Commission.
Conventions.
Procedure.
Regulations.
Report.
Tamil Nadu Travelling Allowance Rules
Tamil Nadu Treasury Code.
Tank. *See* Irrigation, Public Works, Railway protection.)
(Tank-beds *Sse* Porambokes,)

T—*cont.*

(Tank, Restoration Scheme. *See* Irrigation.)
Tanks. Dasabandham. *See* Inams.
Tanks, Ruined.
Tanning.
(Tappal. *See* Correspondence.)
Traffic.
Tarpaulins.
(Tasdik. *See* Allowances.)
Tavern. *See* Beer.
Tax.
Taxation.
Tea.
(Technical education. *See* Educational.)
(Technical examinations. *See* Examinations.)
Technical Institute.
Telegrams.
Telegraph.
Telephones.
Temple (*See* also Devastanam, Poramboke, Religious institution.)
(Temple Committee. *See* Committee Temple.)
(Tenants' improvements. *See* Malabar tenants' improvements.)
(Tenants' improvements. *See* Estate Land Act.)
(Tentage, *See* Allowances, Civil Service Regulations.)
Tents.
Text-book Committee, *See* Education.)
Theft.
Thumb impressions. (*See* Finger-Prints).
(Tickets. *See* Railways.)
(Time-Scale. *See* Salaries.)
(Time-table. *See* Railways.)
Tirumalai-Tirupathi Devasthanam.
(Tiruvaijasti; Tiruvaikammi, *See* Assessment).
Title-deed. *See* also Inams.)
(Tobacco. *See* Agriculture.)
Toddy. (*See* Excise, Country liquor.)
(Toll-gates. *See* Tolls.)
Tolls.
Tombs. (*See* also Burning and burial grounds.)
(Tools and plant. *See* Local Funds—Municipal—Public Works).
Topes.
(Topographical survey, *See* Survey.)
Tottenham's system.
Touring.
Town-planning.
Towns nuisances.
Trade. (*See* also Industry.)
Trade marks. *See* Merchandise marks.)
(Trading with enemy. *See* Enemy trading).
Traffic, control of.
(Training. *See* Deputation. Revenue Inspector's, Survey, etc.)
(Transfer of charge, *See* Civil Service Regulations.)
Transfer of criminal cases.
Transfer—
- Dry to wet.
- Land (to other departments.)
- Land, ayan to poramboke.
- (Patta, *See* Transfer of registry.)
- Poramboke to ayan.
- Unassessed to assessed.
- Wet to dry.

(*See* also Transfer of registry.)
Transfer of officers.
Transfer of property.
Transfer of registery.
Transfer of revenue suits.
(Transfer of services. *See* Civil Service Regulations.)
(Transliteration *See* Correspondence.)
Travellers (*See* also Supplies).

T—*cont.*

(Travelling allowances. *See* Allowances.)
Treasurer.
Treasure-trove.
Treasury.
Treasury Bills.
Treasury Deputy Collector.
Treaty.
(Tree patta. *See* Assessment.)
(Tree-tax. *See* Assessment, Country liquor.)
(Tree value. *See* Assignment.)
Trees.
(Trigonometrical Survey. See Survey.)
(Troops, *See* Military.)
Tropical medicine.
Trustees.
Trusts. (*See* also Breach of Trust.)
Tuberculosis.
Type-designs. (*See* also Sanitary desings.)
Typewriters.
Typists.

U

(Unauthorized occupation. *See* Encroachment.)
(Unclaimed property. *See* Property.)
Unemployment.
(Uniforms. *See* Clothing).
(Unions. *See* Local Funds.)
United Nations.
University. (*See* also education.)
(Unani. *See* Medicine, Indigenous systems.)
Unreserved land.
Usury.

V

Vaccination
Vagrants. (*See* European vagrancy.)
Vakalat.
Vakal. (*See* also Government Pleader. Legal Practitioners, Suits).
Venereal diseases.
Vaterinary—
- Assistants.
- College.
- Dispensary.
- Hospital.
- Inspectors.
- (*See* also Cattle diseases, Horses, Horse-breeding, Mule-breeding Pony-breedings)

(Village Accounts. *See* Accounts).
(Village Adangals. *See* Accounts.)
Village community.
(Village courts. *See* Courts.)
(Village development fund.)
(Village establishment. *See* Village officers.)
Village officers—
Accountant, Adhigari. (*See* Headman.)
Artisans.
Headman.
(Hereditary.)
- (Karnam. *See* Accountant);
- (Kolkaran. *See* Talayari.)
- Monon, (*See* Accountant).
- Monigar,
- Munsif.
- (patel. *See* Headman).
- (Shanbogune. (*See* Accountant).
- Talayari.
- Toti.
- Vatti.
- **Village Police**

V—*cont.*

(Note.—Entries will not be made thus—
"Headman—District—Taluk—Village—
Suspended "B. Ramaswamy Nayudu"
districts being arranged in alphabetical order and under them, taluks arranged in alphabetical order and under them, villages arranged accordingly.]
(Village Panchayats, *See* Panchayats, Village.)
(Village Service cess. *See* Village Offices Act.)
(Village Service Inams. *See* Inams.)
Village-site (*See* also Dry zone.)
Villages, list of.
Visits—
Ceremonial.
High personages.
Indian chiefs.
War ships, etc.
Vital statistics.
(Voters. *See* Elections.)
(Voting. *See* Elections.)

W

(Wages. *See* also Statistics.)
Wagons. *See* Railways.)
Wandering gangs.
Wardens—*See* Jails.
Wards. (*See* Court of Wards, Guardians and Wards.)
(Warehouse. *See* Excise-Customs.)
Warm clothing. *See* Clothing.)

Warrant.

Warrant of Procedence. (*See* Procedence; Warrant of .)

Waste lands. (*See* Assignment.)

Water. (*See* Irrigation).

W—*cont.*

Water and Sewage Purification committee.
Water-finder. (*See* Agriculture.)
Water-rate. (*See* Assessment).
Water-supply. (*See* Local funds—Municipal, Public works.)
Ways and means.
Weaving.
Weaving expert.
(Weights. *See* Measures.)
(Weirs. *See* Channels—Irrigation.)
(Wells. *See* Advances; Land improvement. Local funds—Irrigation—Municipal—Public Works—Water-rate.)
(Wharf. *See* Canals—Marine.)
(Wheat. *See* Food stuffs.)
Whipping.
Widows. (*See* Marriage.)
Wild animals.
Wild brids.
Wills.
Wool.
Workmen's Breach of Contract. (*See* Contract.)
Workmen's Compensation.
(Works. *See* Public works.)
(Workshops. *See* also Public Works Workshops.)
(Wound Pension. *See* Pensions.)
Wrecks.
(Write off. *See* Accounts, Arrears.)
Wrongful confinement.
Wrongful restraint.

X

X-ray.

Y

Yarn.
Yeomiahs. (*See* Pensions.)

APPENDIX VIII.

(*Vide* paragraph 134, Chapter VII (Section II—12.)

PRESS SLIP.

Ordinary. Urgent (*a*). Specicial (*a*).

..............Department.

Current No..................................., dated....................19 .

G.O. No...................................., dated....................19 .

Number of Manuscript pages sent Brief subject..............................

INSTRUCTIONS FOR THE SECRETARIAT.

Number of copies required when struck off (not including copies for editors' table which are retained in the Press (b.).	'Press' copies to supply on requisitions for purchase by the public.

(*a*) If a paper is marked to be printed urgently or as special, the section Officer of the section concerned should sign the Press slip. The Section Officer should exercise a careful discretion in the matter.

FOR RECORD.

Tamil Nadu Archives.		4
For filling with original.		..
Signature copies	..	..
Spare copies ..	...	..
Total	..	4

(*b*) The number of copies and the details of distribution should be filled in by the Section Officer or Assistant concerned.

(*c*) In the absence of special instructions to the Press to keep matter standing for a specific period ordinary papers of 8 pages and under will be kept standing for one week and larger papers for two weeks only. The type of all confidential papers is destributed immediately after striking.

(*d*) This slip, properly and completely filled in should accompany every paper to sent to press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when corrected proof is sent for striking. When finally returned by Press, it should be filled with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(*a*) If, in the opinion of the Works Manager of the Press, a paper has been marked "special" or "urgent" unnecessarily, he should send the press slip to the Assistant Secretary with a remark to that effect.

(*b*) Unless a note to the country is made against the matter pencil entries should not be printed. The Works Manager of the Press may bring to the notice of the Assistant Secretary and instance of incomplete or careless editing.

(*c*) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck off copies are supplied.

(*d*) The names of the Secretary and Ministers or Advisors should be printed in full when they occur on the right hand side, only the first time when they appear on the left side the initials alone being printed later.

TO PRESS, MADRAS.

A]	B	C
Please send proof in duplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manuscript and has been carefully edited proof need not be sent. Please print and supply number of copies as indicated. Type may be released after usual interval.

Type may be released { after usual interval / at once

...........Assistant. ....Assistant. ______ Assistant.

..........Section Officer. .... Section Officer. ______ Section Officer.

Special instructions.

TO BE FILLED IN BY THE PRESS.

Diary. *Initials of Press Official.*

Received in Press on ....

First proof furnished on ....

Call for revised proof received on ....

Revised proof furnished on ....

Corrected proof received for striking on ....

Final copies supplied on ....

APPENDIX IX.

(*Vide* paragraph 287, Chapter *XIII.*)

PROOF CORRECTING.

1. The signs and abbreviations commonly used to indicate the corrections to be made in a proof are given at the end. They should be adopted for all works sent to the Government Press, as time will be saved and greater accuracy will be ensured.

2. Every correction should be marked neatly in ink in the margin of the proof exactly opposite the line in which the correction is to be made. All corrections to be made in the left half of the page should be written in the left hand margin of the proof with the first correction nearest the edge of the paper, the second alteration in the same line being by its side to the right nearer the type, the third on the inner side of the second and so on till the middle of the line is reached, when the corrections in the right half are written in the right margin but in inverse order, the first alteration in the same line being made close to the print, the second on the outer side of the first in a line with it, the third still nearer the edge of the paper and so on with the remainder, as shown in the ninth line of the specimen proof on page 321 infra, in each case a 'A, or other mark is made in the line to indicate the place where the correction marked in the margin is to be made. It is important that this order is followed and that a long '|' strokes placed after every correction written in the margin, except those which are indicated by special signs. While every endeavour is made to ensure accuracy, the Press takes no responsibility for corrections not written in ink in the margin.

3. Corrections to be made in two or more pages or in several places in the same page must be repeated in full in every case. Corrections referred to in a separate note or letter cannot be attended to as there is no staff available to transfer them to the proofs. The proof is taken as the sole guide in the Press.

4. When it is necessary to transfer matter from one page to another, the change should be marked in both pages. The proofs should not be cut up in such cases nor when any matter is deleted.

5. Nothing should be written against the printed matter on a proof except to show individual corrections. Any special instructions or remarks should be encircled, and if possible written with ink of a different colour, otherwise the compositors may incorporate such remarks in the text. Instructions as to the number of copies required, etc., should, except for confidential work, be given only on the Press slip sent with the proof.

6. Queries made by the Press on a proof should be settled before the proof is returned to the Press, as the Press will assume that the matter is correct if no reply is given. Deviations from copy will be made by the press only where there are palpable errors in dates, spelling, or of style and when it is evident that there has been no attempt at systematic punctuation spelling etc., as prescribed in the Printing Manual.

CORRECTED PROOF

Good proofs

There is a practice in many offices of sending out uncarrected proofs Those which do this plead that it saves time and gives a customer an idea of the appearance of his matter Still other offices send out proofs, whethther corrected or uncorrected which are on common paper and without regard to margin the resipient is ashammed to show it and makes the marks he finds necessary with haste hoping that he will receive no others looking like it Both practic es are wrong If time could be afforded theprin ten before it became necessary to put it in the hands of the messenger Proofs not are intended for tyros to practise upon and experience shows that ninetynine per cent of business men cannot tell whether the work has been done properly or not if a sheet or galley be given them they detect a portion of the printers errors the remainder being invisible to their eyes but they do see many faults in workmanship although they are unable to indicate why they seem wrong it weakens their belief in the ability of the printer for they are unable to discriminate between the errors that he is certain to see and those which he will probably overlook The latter will form a very small fraction of the whole, but the outsider cannot judge of this.

He sees a wrong figure in his address a turned letter elsewhere a couple of leds between some lines when one in other places or he may notice a wrong name. These errors diminish his confidence If a proof has been taken upon good paper, with care, the author can at least imagine how his work will appear so far as the type is concerned There is a certain pleasure in seeing ones productions in print, as may be witnessed everywhere. *Distinguished* literary men are not exempt from this weakness, as Dickens and Jerrold both showed How great, then to such men must appear the deformities of a proof which, while pretending to set forth their very words, gives them something entirely different, or at least disfigures the page with bad and turned letters, wrong founts, and

* Fisher's Letterpress Printing page 335.

APPENDIX IX

MATTER AS CORRECTED *

GOOD PROOFS

THERE is a practice in many offices of sending out uncorrected proofs Those who do this plead that "it saves time and gives a customer an idea of the appearance of his matter" Still other offices send out proofs, whether corrected or uncorrected, which are on common paper, and without regard to margin The recipient is ashamed to show it, and makes the marks he finds necessary with haste, hoping that he will receive no others looking like it Both practices are wrong. If time could be afforded, the printer should never send a proof unless every effort had been exhausted upon it before it became necessary to put it in the hands of the messenger. Proofs are not intended for tyors to practice upon, and experience shows that ninety-nine per cent of businessmen cannot, tell whether the work has been done properly or not, if a sheet or galley be given them, they correct a portion of the printer's errors the remainder being invisible to their eyes But they do see many faults in workmenship, although they are unable to indicate why they seem wrong—it weakens their belief in the ability of the printer, for they are unable to discriminate between the errors that he is certain' to see and those which he will probably overlook. The latter will form a very small fraction of the whole but the outsider cannot judge of this He sees a wrong figure in his address, 'a turned letter elsewhere, a couple of leads between some lines when there is only one in other places or he may notice a wrong name. These errors diminish his confidence

If a proof has been taken upon good paper, with care, the author can at least imagine how his work will appear, so far as the type is concerned. There is a certain pleasure in seeing one's production in print, as may be witnessed everywhere. Distinguished literary men are not exempt from this weakness, as Dickens and Jerrold both showed. How great, then, to such men must appear the deformities of a proof which, while pretending to set forth their very words gives them something entirely different, or at least

* Bishor's Letter Pross Printing, page 333.

EXPLANATORY REMARKS

The numbers are of course merely for reference to these remarks and are not marked on the proof.

Reference number of specimen proof.	*Instructions conveyed to compositor.*

1 Turn the letter round, it is upside down.

2 Delete or take out the letter or word through which the stroke is made.

3 Substitute the letter or word written in the margin of the proof. The diagonal stroke, termed the separatrix, is placed after most corrections to keep them apart.

4 Insert the letter, word, etc., written in the margin in the place indicated by the caret.

5 Insert a space. This "‡‡" mark indicates the normal or thick space; a single "†" mark may be made when a thin space is required; a "‡" mark for a middle space, and "‡" for an en space. The mark for the thin and middle space, respctively, are distinguished from the single dagger † and double dagger ‡ by the reference marks being followed by the diagonal stroke.

6 Insert space equal in ems to the number of spaces written in the margin: thus, one em, two ems, three ems, etc. An em is a space equal to the depth of the type.

7 A portion of the manuscript too long to be written on the proof has been omitted; refer to the manuscript.

8. Close up the letters; no space is required.

9 Transpose the marked portions. When more than three words are to be transposed their correct, position may be indicated by figures.

10 Begin a new paragraph.

11 Join up the matter; a new paragraph is not required.

12 Let it stand. The dots are marked only under words or letters which have been struck out in error but which are to remain as they are without alteration.

13 Insert a full stop.

14 Insert an apostrophe. The curve is attached to the separatrix or ⁄ stroke to distinguish this punctuation point from the comma. All superior characters, such as * 12 a b ", printed near the top of the line are marked in a similar manner and, coversely, those below the line as in chemical equations have a curve above them.

15 Insert quotation marks.

16 Insert a hyphen.

17 Insert a one-em dash or line. The horizontal stroke should be longer and the vertical stroke shorter for an em dash than for an en or half em dash; thus, —

For longer dashes the line written should be marked off by short lines; thus: —— 2 ems, ——— 3 ems, ———— 4 ems.

APPENDIX IX.

Reference number of specimen proof.

Instructions conveyed to compositor.

18 Insert a comma. All other punctuation marks, except the full stop and 'superiors', should have the separatrix attached like letters.

19 Push down the space which is level with the type face, making an unnecessary black mark. Should these be numerous the part of the page in which they appear may be encircled.

20 Equalize the spacing. The some space from the place marked 'L' and add it to the places marked. |

21 Change the imperfect type.

22 Substitute a 'ligature' (joined letters) for the single letters. The single signis made under the letters which are written in such cases, as distinguished from the 'close up' sign (No. 8) which occurs in the margin by itself. This is a technical detail to be attended to by the press.

23 Bring the words out to the end of the line; no indention is required. When words are to be indented the mark ' ' is used to indicate that the line is to be set back to the place indicated by the perpendicular portion of the sign, or No. 6 sign may be inserted, or the word 'Indent' may be written in the margin.

24 Place the words in the middle of the line.

25 The spacing (or word division) is incorrect. Take over the letters marked to the preceding (or following) lines to make the lines and where the marks are made.

26 The lines are bent or letters, have slipped; put them straight.

27 Insert space between the lines. The number or kind of leads should be specified by the professional reader only. For spaces deeper than 7 thick leads the depth is expressed in 'ems' of one-sixth inch.

28 The line is loose and the type is 'off its feet'.

29 Take the line cut off by the mark 'over' to the following or 'back' to the preceding page, as the case may be. This is a technical detail always left to the press.

30 Insert a line.

31 Alter the words underlined into italic; one straight line.

32 Alter the words underlined into small capitals; two lines.

33 Alter the words underlined capitals; three lines.
Alter the words underlined clarendon, antique or any other special type; a single waved line, thus ' ' with the name of the type written in the margin.

34 Chage the words underlined to roman or ordinary type.

35 Alter to lower case or small letters.

36 A wrong fount; substitute a letter of the correct face.

37 Reset in the type named. Abbreviations are used; thus Br. for Brievier. P. for Pica, 10-pt. for 10 point, etc.

APPENDIX X.

(*Vide* paragraph 290. Chapter XIII.)

LATEST RECEIPT OF MANUSCRIPTS AND PROOFS IN THE PRESS.

(The parts of *Tamil Nadu Government Gazette* have been re-arranged—*Vide* G.O. Ms. No. 559 Transport, dated 13th September 1973.)

Part number.	*Description of matter for publication.*	*Period for receipt of manuscripts.*	*Period for return of proofs, if any.*
(1)	(2)	(3)	(4)
PART I.			
	Notifications or orders issued by Secretariat Departments regarding first appointments to Gazetted posts and retirements from Service of officers, investiture of magisterial powers, etc., in Government offices including notification on service matters issued by Secretariat Departments.	Before 12 working days.	Before 10 working days.
PART II.			
Section 1	Notifications or orders of specific Character of particular interest to the public issued by Secretariat Departments, i.e., changes in fiscal levies, excise duties, sales tax or regulation of distribution of essential commodities, etc.	Do.	Do.
Section 2	Notification or orders issued by Secretariat Departments which are of interest to a Section of the public, e.g., exemption of a Motor Vehicle from payment of tax under Motor Vehicles Taxation Act, Land Acquisition, Loan notifications, nationalisation of the bus routes, etc.	Do.	Do.
PART III.			
Section 1 (*a*)	General Statutory Rules, Notifications, Orders, Regulations, etc., issued by the Secretariat Departments, e.g., Amendments to Tamil Nadu Pharmacy Council Rules.	Do.	Do.
Section 1 (*b*)	Service Rules including ad hoc rules and Regulations and Notifications issued under the provisions of the Constitution of India, e.g., Amendments to special rule for State and Subordinate Services.	Do.	Do.
Section 2	Statutory Notifications and orders issued by the Heads of Departments.	Do.	Do.
PART IV.			
Section 1	Tamil Nadu Bills	Before 12 working days.	Before 10 working days.
Section 2	Tamil Nadu Acts and Ordinances ..	Do.	Do.
Section 3	Central Bills	Do.	Do.
Section 4	Central Acts and Ordinances	Do.	Do.
PART V.			
Section 1	Notifications of Public (Elections) Department of Government of Tamil Nadu.	Do.	Do.
Section 2	Notifications relating to list of contesting candidates received from Collectors and other Returning Officers (including Secretary to the Legislature), other Heads of Departments, Election Tribunals, etc.	Do.	Do

Part number.	*Description of matter for publication.*	*Period for receipt of manuscripts.*	*Period for return of proofs, if any.*
(1)	(2)	(3)	(4)
Section 3	Decision of Governor of Tamil Nadu under Article 192 of the Constitution of India in regard to question of disqualification of Member of the Legislature.	Before 12 Working days.	Before 12 Working days.
Section 4	Notifications of the Election Commission of India.	Do.	Do.
PART VI.			
Section 1	Notifications issued by Heads of Departments which are of interest to the General Public.	Do.	Do.
Section 2	Notifications issued by Heads of Departments which are of interest to a Section of the Public.	Do.	Do.
Section 3 (*a*)	Notifications issued by cost recoverable institutions of State and Central Government.	Do.	Do.
Section 3 (*b*)	Notifications issued by quasi-Government bodies and public sector undertakings.	Do.	Do.
Section 4	Advertisements by private individuals and private institutions, e.g., change of name by indiv duals, notifications under Company Law, etc., Statistical Supplements.	Do.	Do.

APPENDIX XI.

(*Vide* paragraph 300, Chapter XIV.)

REGISTER OF PERIODICALS.

Sectt. II-40.

Department.

(1) Number assigned to the periodical.	(2) Name of periodical.	(3) From whom due.	(4) Date due.	(5) Date of receipt.	(6) To whom due.	(7) Due Date.	(8) Date of despatch.	(9) Remarks (Here enter reminders and replies to reminders.)

APPENDIX XII.

(*Vide* paragraph 300, Chapter XIV.)

CALENDAR FOR PERIODICAL REGISTER.

Department.
19 .

Dates.	*Jan. Feb.*	*Mar. Apr.*	*May. June.*	*July. Aug.*	*Sep. Oct.*	*Nov. Dec.*
1	..	..	..	..	..	..
2	..	..	..	..	..	..
3	..	..	..	..	..	..
4	..	..	..	..	..	..
5	..	..	..	..	..	..
6	..	..	..	..	..	..
7	..	..	..	..	..	..
8	..	..	..	..	..	..
9	..	..	..	..	..	..
10	..	..	..	..	..	..
11	..	..	..	..	..	..
12	..	..	..	..	..	..
13	..	..	..	..	..	..
14	..	..	..	..	..	..
15	..	..	..	..	..	..
16	..	..	..	..	..	..
17	..	..	..	..	..	..
18	..	..	..	..	..	..
19	..	..	..	..	..	..
20	..	..	..	..	..	..
21	..	..	..	..	..	..
22	..	..	..	..	..	..
23	..	..	..	..	..	..
24	..	..	..	..	..	..
25	..	..	..	..	..	..
26	..	..	..	..	..	..
27	..	..	..	..	..	..
28	..	..	..	..	..	..
29	..	..	..	..	..	..
30	..	..	..	..	..	..
31	..	..	..	..	..	..

(A Group) 126E·18 —42a

APPENDIX XIII.

(*Vide* paragraph 302 (1), Chapter XIV.)

CALL BOOK-

Sectt. II-41.

Department $\frac{\text{Section}}{\text{Branch}}$ 19

Serial number.	(2) Date of entry in this register.	(3) Subject.	(4) Old current number.	(5) Number and date of Government Order, etc., authorising the entry.	(6) Date when further action is to be taken.	(7) Number and date of new current.

APPENDIX XIV

(*vide* paragraph 302 (2) (*a*) Chapter XIV.)

REMINDER DIARY

Section
Department————19
Branch

	Numbers (C.P., or C.B.)	Date of actual issue of reminders.
(1)	(2)	(3)

APPENDIX XV

(*Vide* paragraph 307, Chapter XIV.)

FORM OF ARREAR LIST IN USE IN DEPARTMENTS OF SECRETARIAT.

SECTT-II 21.

Serial number.	Current number, date and from whom received.	Subject.	Last reference or reminder issued and last reply received.	Remarks (here enter the number and date of final disposal or the actual stage the time of submission of the arrear list and reasons for delay) Note.—Entries in this column except those relating to final disposal may be in pencil.
(1)	(2)	(3)	(4)	(5)

APPENDIX XVI

(*Vide* paragraph 307, Chapter XIV.)

DAILY DETENTION LIST

SECTT.II 20

Section
Department ——19
Branch

Serial number.	Current Number and date of first receipt in the Deaprt-ment.	Brief title.	Date of receipt in section.	Reasons for pendency.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)

APPENDIX XVII

(*Vide* paragraph 309, Chapter XIV.)

Half-Yearly Business Statement.

Statement showing the Half-Year ending 19   for the office of

The number of Serial numbers pending at the beginning of the half-year.	The number of Serial numbers received or initiated during the half-year.	Total of Columns (1) and (2).	Number of Serial numbers disposed of finally.		
			Out of the cases shown in column (1).	Out of the cases shown in column (2).	Total of columns (4) and (5)
(1)	(2)	(3)	(4)	(5)	(6)

Remaining in arrears.								
One month or less (counting from date of registration of first current file.	More than one month and not more than six months.	More than six months and not more than one year.	More than one year and not more than two years.	More than two years and not more than three years.	More than three years and not more than foure years.	More than four years.	Total of columns (7) to (13)	Remarks.
(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

Note.—(1) This return is due in the Office.. by the 20th of the month following each calender half year.

(2) The unit for the statistics in this return is each single one of the serial numbers entered in column (1) of the Personal Register. The period of pendency should count from the date on which the first paper was registered.

(3) The return should be accompanied by a brief review of arrears of more than one year, showing—

(*i*) The date of each such paper.

(*ii*) Brief abstract of the subject matter.

(*iii*) Explanation in brief of cause of delay and

(*iv*) Date of last reminder sent to officers against whom papers are pending.

APPENDIX XVIII

(*Vide* paragraph 584, Chapter XXIV

BOOKS TO BE KEPT IN THE LIBRARY
PERIODICAL PUBLICATIONS

Serial number and name of Publications.	*Number of copies.*	*Kept in the Secretariat Library.*
(1)	(2)	(3)
1 Administration Reports—Tamil Nadu—General.—	2	Kept in the Library.
2 Civil Lists, Establishment lists, Histories of Services, etc.—Tamil Nadu.	2	Do.
3 University Calenders—Tamil Nadu ..	1	Latest copy is kept in the Library.
4 Tamil Nadu Government Gazette ..	3	Kept in the Library for 5 years, older copies are sent to the Tamil Nadu Archives.
5 Government of India Gazette ..	..	Kept for 5 years. Older copies are sent to the Tamil Nadu Archives,
Newspapers and Journals		
6 Dinakaran	..	To be sold after one year.
7 The Hindu	..	Do.
8 The Indian Express	..	Do.
9 Times of India	..	Do.
10 Financial Express	..	Do.
11 The Hindustan Times	..	Do.
12 The Statesman	..	Do.
13 Dinathanthi	..	Do.
14 Dinamani	..	Do.
15 Economic Times	..	Do.
Codes, Manuals, Budget Estimates, Census and other Reports, etc.		
16 Codes, Departmental Manuals, Rules and Regulations, Government of Tamil Nadu.	2	1 set of all with corrections kept in the Library.
17 Civil Budget Estimates—Tamil Nadu ..	1	Copies received are kept in the Library.
18 Reports of Commissions and Committees	1	Do.
19 Census—		
(*a*) Tamil Nadu	..	Census Report for 10 years. Older copies are sent to the Tamil Nadu Archives.
(*b*) Other States	..	Do.
(*c*) All India	..	Do.
Acts, etc.		
20 (*i*) India Acts	..	Kept in the Library.
(*ii*) Tamil Nadu Acts	..	Do.
(*iii*) Other States Acts	..	Do

Selections from Records.

21 Other States	1	Copies received kept in the Library

Gazetteers.

22 (*i*) All India	1	All these kept in the Library.
(*ii*) District Gazetteers Tamil Nadu ..	1	Do.
(*iii*) Other States	1	Do.
(*iv*) Other Countries	1	Do.

LIST OF PERIODICALS RECEIVED IN THE SECRETARIAT LIBRARY

Weeklies—

Capital.
Economist.
Economic and Political Weekly.
Illustrated Weekly of India.
Link.
Guardian Weekly.
Newstatesman.
Newsweek.
Punch.
Sunday.
Time.
Time Literary Supplement.
Blitz.
Sports Star.
Sports Week.
Sports World.
Week.

Fortnightly—

Business India.
India Today.
On Looker.
Caravan.
Femina.
Fortune International.
Frontline.

Monthly—

Encounter.
Discover.
Imprint.
Monthly Commentary.
Gentlemen.
Aside.
Readers' Digest.
Scientific American.

LIST OF PERIODICALS RECEIVED IN THE SECRETARIAT LIBRARY—*cont.*

Monthly—cont.

South.

Seminar.

Life.

Fortune India.

Health.

Mirror.

Probe.

Span.

Personal.

Popular Science.

High Technology.

National Geography.

Sciences.

Quarterly—

Political Quarterly.

Sanctuary.

Indian Journal of Public Administration.

Management in Government.

Public Administration.

Third World Quarterly.

Man and Development.

Future.

Economic Development and Cultural Change.

Energy Management.

APPENDIX XIX.

[*Vide* paragraph 337 (i), Chapter XV.]

PART A.

STATEMENT SHOWING THE OFFICERS OF THE SECRETARIAT INCLUDING THE MINISTER AUTHORISED TO SEND VARIOUS CLASSES OF INLAND STATE PROPERTY TELEGRAMS.

Class of telegram.	*Officers authorised to send.*
(i) Most Immediate ...	Chief Minister.
(ii) Immedi[illegible]	1. Chief Minister.
	2. Other Ministers.
	3. Chief Secretary.
	4. Secretary, Food Department.
(iii) Important	1. Chief Minister.
	2. Other Ministers.
	3. Chief Secretary.
	4. Other Secretaries.

Note.—The power to use any priority indication in telegrams cannot be delegated and a priority telegram signed 'by order' will not be accepted except in cases specified below :—

(*a*) An indication authorised for use by any particular officer may be exercised by that officer's immediate deputy (and no one else) when the authorised officer is away from headquarters ; and

(*b*) In exceptional circumstances, any officer may use any degree of priority he considers necessary but he is to report his action to his superior stating the circumstances and will be held personally responsible that his action was justified.

PART B.

[*Vide* paragraph 337 (iii), Chapter XV.]

LIST OF OFFICERS OF THE SECRETARIAT AUTHORIZED TO SEND FOREIGN STATE TELEGRAMS.

1. Chief Secretary.
2. All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries, Under Secretaries,

APPENDIX XX

(*Vide* paragraph 387, Chapter XVI.)

Requisition for Records

Secretariat II—39.

Tamil Nadu Government Secretariat, Department Section
Record issue No. Date

To

Director, Tamil Nadu Archives, Egmore
Section Officer, Central Record Branch, Fort St. George.

The following records are required.

Serial number.	Nature of record(G.O. Manuscript or Routine), Endorsement, Demi-official, Lodged papers, etc.).	Number.	Department.	Date.	Whether original (O), Spare copy (S.C.) or spare Copy with Notes (S.C.N.).	Purpose. Current number.	Purpose. Year.	Purpose. If not furnish reasons.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

ACKNOWLEDGMENT.

Received the abovementioned records except items................

Signature :
Designation.

(REVERSE SIDE).

Special instructions for filling in the form of requisition.

1. Records relating to more than one department should not be asked for in the same form.

2. A requisition for confidential records be signed by the Section Officer of the department to which the records belong receipt of such records must be acknowledged by the Section Officer of that department.

APPENDIX XXI

(*Vide* Paragraph 566, Chapter XXIII.)

STATEMENT SHOWING THE SCALE OF SUPPLY OF DRESS TO OFFICE ASSISTANTS ATTACHED TO OFFICERS, MINISTERS AND IN OFFICE AND CHOWKIDARS, VAN DRIVERS, ETC,

Description of clothing. (1)	*Number.* (2)	*Period of wear.* (3)
Office Assistants attending on Officers, Chobdars and Duffadars of Officers and Ministers.—		
Full trousers	4	2 years.
Half-arm bush shirts—(50 per cent of the number of sets of uniforms will be made of Khadi white drill and the balance 50 per cent of handloom white drill)	4	2 years.
Plastic badge with name in Tamil and English ..	1	Supplied only once by the Department.
Office Assistants in Office.—		
Full trousers	4	3 years.
Half-arm bush shirts—(50 per cent of the number of sets uniform will be made of Khadi white drill and the balance 50 per cent of handloom white drill) ..	4	3 years.
Plastic badge name in Tamil and English	1	Supplied only once by the Department.
Staff Car Drivers.—		
White Khadi Polyster (Pant and Shirt)	2	1 year.
White Handloom Polyster (Pant and Shirt) ..	2	
White Khadi Drill foreage cap with spare cover and State Emblem	1	
Black leather shoes	1pair	
Other Drivers such as van, Jeep, etc.—		
White Khadi Polyster (Pant and Shirt)	2	1 year.
White Handloom Polyster (Pant and Shirt) ..	2	
Khadi Khaki foreage cap with spare cover and State Emblem	1	
Black leather shoes	1pair.	
Motor Cycle Messengers.—		
White Khaki Polyster (Pant and Shirt)	2	year.
White Handloom Polyster (Pant and Shirt) ..	2	
Shoes	1pair.	
Badge with name in Tamil and English	1	Supplied only once by the Department.
Sergeant and Assistant Sergeants.—		
Khaki Khadi drill suits	4	2 years.
Shoes	1pair.	
Chowkidars.		
Khaki Khadi drill coats	2	1 year.
KhakiKhadi drill trousers	2	

Description of clothing.	Number.	Period of wear.
(1)	(2)	(3)
Sweepers.—		
Blue Khadi shirts	2	1 year.
Blue Khadi shorts	2	
Scavangers.—		
Blue Khadi shirts	2	1 year.
Blue Khadi shorts	2	
Gardener.—		
Blue Khadi shirts	2	1 year.
Blue Khadi shorts	2	
Waterman.—		
Khaki Khadi shorts	2	1 year.
Khaki Khadi shirts	2	
Cleaners.—		
Khaki Khadi shorts	2	1 year.
Khaki Khadi shirts	2	
Van Cleaners.—		
Khaki Khadi Polyster (One pant and shirt)	2	1 year.
Khadi Handloom Polyster (One pant and shirt) ..	2	
C happal	1	pair

APPENDIX XXII.

(*Vide* paragraph 622, Chapter XXV.)

LIST OF NEWSPAPERS AND PERIODICALS SUBSCRIBED BY THE DIRECTOR OF INFORMATION AND PUBLIC RELATIONS.

Newspapers—

1. The Hindu.
2. Indian Express.
3. Times of India.
4. Hindustan Times.
5. The Statesman.
6. Financial Express.
7. Deccan Herald.
8. Dinathanthi.
9. Murasoli.
10. Dinamani.
11. Viduthalai.
12. Makkal Kural.
13. Malai Murasu.
14. Dina Malar.
15. Dinasari.
16. Dinakaran.
17. Mandra Murasu.
18. Dina Thudhu.
19. Pon Manam.
20. Malai Malar.
21. Anna.
22. News Today.
23. Mani Chudar.
24. News Time.
25. Amrita Bazar.
26. Nagpur Times.
27. Hitavada.
28. The Indian Nation.
29. Rajasthan Patrika.
30. Patriot.

Periodicals—

1. Tughlaq (F.N.).
2. Blitz (W.).
3. Current (W.).
4. Far Eastern Economist (W.).
5. Illustrated Weekly (W.).
6. Ananda Vikadam (W.).

Newspapers—cont.

7. Kumudham (W.).
8. Kalkandu (W.).
9. Rani (W.).
10. Kalki (W.).
11. Sunday (W.).
12. Junior Vikadan (W.).
13. Thai (W.).
14. Devi (W.).
15. Visitor
16. Visitor Lens (W.).
17. Makkal Maghudam (W.).
18. Kungumam (W.).
19. Mutharam (W.).
20. The Week (W.).
21. Arasiyal Tharasu.
22. India Today (F.N.).
23. Aside (F.N.).
24. Probe (M.).
25. On Looker (F.N.).
26. Frontline (F.N.).
27. Sigappu Naada (W.).
28. Idhayam Pesukiradhu (W.).
29. Kanaiyozhi (M.).
30. Jana Ranjini (W.).
31. Thanga Karudan (W.).
32. Naathigam (W.).
33. Weekend Review (W.).
34. Caravan (M.).
35. Needhiyin Kural (W.).
36. Malai Mani (W.).
37. Saavi (W.).

Qty.—Quarterly.

M.—Monthly.

F.N.—Fortnightly.

W.—Weekly.

APPENDIX XXIII.

(*Vide* paragraph 625, Chapter XXV.)

MAILING LIST OF PRESS MATERIALS ISSUED BY THE INFORMATION AND TOURISM (PRESS RELEASE) DEPARTMENT.

1. The Editor, The Hindu, 201-A, Kasturi Buildings, Anna Salai, Madras-600 002.
2. The Editor, Indian Express, Express Estate, Madras-600 002.
3. The Editor, News Today, 1st Main Road, United India Colony, Kodambakkam, Madras-600 024.
4. The Editor, Dinamani, Express Estate, Madras-600 002.
5. The Editor, Daily Thanthi, 46, E.V.K. Sampath Road, Madras-600 003.
6. The Editor, Dinakaran, 106-107, Katcheri Road, Mylapore, Madras-600 004.
7. The Editor, Dinamalar, No. 161, Anna Salai, Madras-600 002.
8. The Editor, Dinasari, No. 45, Nelson Manickam Road, Madras-600 029.
9. The Editor, Ponmanam, No. 1, Wallace Garden, 3rd Street, Nungambakkam, Madras-600 006.
10. The Editor, Mantra Murasu, 124, Nungambakkam High Road, Madras-600 034.
11. The Editor, Malai Malar, No. 1091, Poonamalle High Road, Madras-600 007.
12. The Editor, Anna, 62, Officer's Colony, 4th Cross Street, Mehta Nagar, Madras-600 029.
13. The Editor, Makkal Kural, 1st Main Street, United India Colony, Madras-600 024.
14. The Editor, Malai Murasu, 712, Anna Salai, Madras-600 002.
15. The Editor, Viduthalai, 50, E.V.K. Sampath Road, Madras-600 007.
16. The Correspondent, Economic Times, 6-D, Nungambakkam High Road, Madras-600 034.
17. The Correspondent, Business Standard, 18, Pattulos Road, Madras-600 002.
18. The Editor, Dina Idhal, 23, Vadakaram, Railway Colony, Second Street, Madras-600 029.
19. The Editor, Murasoli, 93, Kodambakkam High Road, Madras-600 024.
20. The Chief Reporter, Press Trust of India, 3, Club House Road, Madras-600 002.
21. The Chief Reporter, United News of India, 19, Haddows Road, First Street, Madras-600 006.
22. The Editor, All India Radio, Kamarajar Road, Madras-600 004.
23. The Editor, Television Centre, T.V. Station, Chepauk, Madras-600 005.
24. The Correspondent, Times of India, "Ganga Grina", 6-D, Nungambakkam High Road, Madras-600 034.
25. The Correspondent, Statesman, 26, Commander-in-Chief Road, Madras-600 105.

26. The Editor, Financial Express, Express Estate, Madras-600 002.

27. The Correspondent, Pravda, E. 51-B, 16th Cross Street, Besant Nagar, Madras-600 090.

28. The Correspondent, Dinasudar, 3, Ayyapillai Street, Triplicane, Madras-600 005.

29. The Correspondent, Tamil Murasu (Singapore), 284, Bharathi Salai, Madras-29.

30. The Editor, Musalman, 34, Wallajah Road, Madras-600 002.

31. The Correspondent, Rehuman-E-Deccan, 135, Lloyds Road, Madras-600 086.

32. The Chief Correspondent, Deccan Herald, "Hardevi Chambers", 91-C, Pantheon Road, Egmore, Madras-600 008.

33. The Correspondent Hindustan Times, Purushotham Buildings, 847, Anna Salai, Madras-600 002.

34. The Correspondent, Inquest, 12, Balaji Avenue, Vadapalani, Madras-600 026.

35. The Correspondent, Reuter, 4, Second Cross Road, Raja Annamalaipuram, Madras-28.

36. The Editor, Industrial Economist, 9, Ganapathy Colony, Guindy Industrial Estate, Madras-600 032.

37. The Editor, Industrial Herald Weekly, 710, Mount Road, Madras-600 006.

38. The Correspondent, Hallo Madras, Vadapalani Press, 38, Arcot Road, Madras-600 026.

39. The Correspondent, Thinamani (Kualalampur), 33, Venkatachala Achari Street, Komaleeswaranpet, Madras-600 002.

40. The Correspondent, India Today, 5, Fagun Chambers, 26, Commander-in-Chief Road, Egmore, Madras-600 105.

41. The Correspondent, The Week, No. 5, 32nd Street, VI Sector, K.K. Nagar, Madras-600 078.

42. The Correspondent, Sunday and The Telegraph, No. 18, Pattulos Road, 600 002.

43. The Editor, Dina Thoothu, 196, R. K. Mutt Road, Madras-600 002.

44. The Associated Editor, Tamil Arasu, Government Estate, Anna Salai, 600 002.

45. The Special Correspondent, The Southern Economist (Fortnightly), S. Ahmed Buildings, 125, Infantry Road, Bangalore-1.

46. The Correspondent, Patriot and Link, 46, Ramasamy Naicken Street, Alwarpet, Madras-600 018.

47. The Press Reporter, After Noon, 23, Muthugramani Street, Mylapore, Madras-600 004.

48. The Editor, Blue Streak, No. C-2, Jawahar Flats, Karneswarar Koil Street, Madras-600 004.

49. The Correspondent, Eenadu, Flat 10, 602, Anna Salai (Inside Gemini Studio), Madras-600 006.

50. The Correspondent, Daily Prabhat, 19/11, Peters Colony, Madras-

51. The Editor, Dinasudar, 11/2, Queens Road, Bangalore-2.

52. The Editor, Thittam, "A" Wing Ground Floor, Shastri Bhavan, Madras-600 006.

53. The Editor, Tamil Ulagam, 5, Fifth Street, Nungambakkam, Madras-600 034.

54. The Editor, Gramma Iyakkam, H. 28/C, South Avenue, Kamarajarnagar (South), Thiruvanmiyur, Madras-600 041.

55. The Editor, The City Tab, 2-A, II Floor, Amber Crest Apartment, 37, Pantheon Road, Egmore, Madras-600 008.

56. The Editor, Panchayat News, Teeppakulam (Post), Tiruchirappalli-600 014.

57. The Editor, Sarvodhayam, 162, Nawab Hakeem Salai, Coimbatore-1.

58. The Reporter, Maduraimani (Madurai), C-Block, No. 5, 9th Cross Street, Trustpuram, Madras-600 024.

59. The Editor, Adhirshtam, 12, Triplicane High Road, Madras-600 005.

APPENDIX XXIV.

(*Vide* paragraph 635 Chapter XXV)

LIST OF SERVICE ASSOCIATIONS RECOGNISED BY THE GOVERNMENT OF TAMIL NADU.

Serial number and name of the Association. (1)	*Recognised in Government Order.* (2)
1. The Tamil Nadu Government Officials Union, Madras, No. 4, Neeli Veeraswami Street, Madras-600 005.	G.O. No. 625, Public, dated 3rd September 1924.
2. The Indian Police Association, Tamil Nadu Branch.	G.O. No. 602, Judicial, dated 10th May 1922.
3. Tamil Nadu Health Inspector's Association.	G.O. No. 1821, Public (Health), dated 10th December 1924.
4. Tamil Nadu Sub-Registrars' Association.	G.O. No. 42, Law, dated 11th March 1925.
5. Tamil Nadu Veterinary Assistant Surgeon's Service Association.	G.O. No. 968, Development, dated 21st May 1924.
6. Tamil Nadu Medical Services Association.	G.O. No. 1068, Public, dated 3rd November 1927.
7. Indian Administrative Services (Tamil Nadu) Association.	G.O. No. 351, Public, dated 17th April 1928 and G.O. No. 214, Public (Services), dated 31st January 1952.
8. The Tamil Nadu Engineering Association.	G.O. No. 822, Public, dated 27th September 1936.
9. Tamil Nadu Government Agricultural Graduates' Association.	G.O. Ms. No. 831, Public (Services), dated 8th August 1972.
10. The Tamil Nadu Health Officers' Association, Madras.	G.O. No. 1122, Public, dated 29th October 1931.
11. The Indian Officers Association, Madras.	G.O. No. 725, Public, dated 8th April 1936.
12. The Association of Engineers, Public Works Department.	G.O. No. 1701, Public, dated 20th October 1936.
13. Irrigation Conservancy Subordinates and Telephone Gumasthas Association, Madras, Public Works Department.	G.O. No. 1714, Public, dated 22nd October 1936.
14. The Tamil Nadu Civil Court Process Servants' Union.	G.O. No. 1512, Public, dated 9th August 1937 and Memo No. 773 of 1975, dated 6th December 1975.
15. Overseers Association, Madras, Public Works Department.	G.O. No. 1500, Public, dated 12th September 1939.

Serial number and name of the Association.	*Recognised in Government Order.*
(1)	(2)
16. Tamil Nadu Association of Judicial Copyists.	G.O. No. 1207, Public, dated 21st July 1939.
17. Tamil Nadu Village Officers Association.	G.O. No. 1630, Public, dated 19th August 1940.
18. Harijan Welfare School Teachers Association, Tiruchirappalli district.	G.O. No. 3038, Public, dated 22nd October 1943.
19. Tamil Nadu Second Class Health Officers' Association.	G.O. No. 4280, Public, dated 16th May 1943.
20. Tamil Nadu Government Radio Supervisors' Association.	G.O. No. 1753, Public Works Department, 29th June 1943.
21. Tamil Nadu Draughtsmens' Association, Public Works Department.	G.O. No. 1522, Public Department, dated 23rd June 1945.
22. Tamil Nadu Last Grade Government Servants Association of the Judicial Department.	G.O. No. 13, Public, dated 3rd January 1945.
23. Tamil Nadu Government Office Assistants and Basic Servants State/Central Association' Madras.	G.O. No. 535, Public, dated 23rd February 1945.
24. Official Receivers Association, Madras.	G.O. No. 413, Public, dated 10th February 1945.
25. The North Arcot District Labour School Teachers Association, North Arcot District.	G.O. No. 1808, Public, dated 20th August 1946.
26. Tamil Nadu Secretariat Association, Fort St. George, Madras-9.	G.O. Ms. No. 1798, Public, dated 19th August 1946 and G.O. Ms. No. 3569, Public, dated 11th December 1947.
27. The Madras City Labour School Teachers Association.	G.O. No. 2603, Public, dated 29th November 1946.
28. The Chingleput District Harijan Welfare School Teachers Association.	G.O. No. 1402, Public, dated 12th May 1947.
29. The Tamil Nadu Civil Services (Executive Branch) Association.	G.O. No. 1492, Public, dated 20th May 1947.
30. The Muffassal Judicial Subordinates Association, Tamil Nadu.	G.O. No. 1074, Public, dated 9th April 1947.
31. Association of the Assistant Prosecutors, Tamil Nadu.	G.O. No. 2856, Public, dated 27th June 1950.

Serial number and name of the Association.	*Recognised in Government Order.*
(1)	(2)
32. Tamil Nadu Secretariat Officers Association.	G.O. No. 2867, Public, dated 12th November 1951.
33. The Veterinary and Livestock Inspectors' Association.	G.O. No. 1379, Public, dated 12th May 1951.
34. The Tamil Nadu Local Audit Service Association.	G.O. No. 1788, Public, dated 9th July 1952.
35. The Tamil Nadu Registration Services Association.	G.O. No. 275, Public, dated 6th February 1952.
36. The Tamil Nadu Veterinary Association.	G.O. No. 2945, Development, dated 2nd June 1948 and G.O. No. 557, Development, dated 6th February 1951.
37. Tamil Nadu Anti-Malaria Laboratory Field Association and Maistries Associations.	G.O. No. 3401, Public (Services), dated 10th November 1955.
38. The Association of Tamil Nadu Highways Engineers.	G.O. No. 1814, Public (Services), dated 21st May 1956.
39. The Tamil Nadu Agricultural Assistants Association.	G.O. No. 3537, Public (Services), dated 18th October 1956 and Memo No. 38935-75, dated 5th March 1976.
40. Tamil Nadu Agricultural Department Laboratory Assistants Association, Coimbatore.	G.O. Ms. No. 3975, Public (Services), dated 26th November 1956.
41. The Tamil Nadu Temple Executive Officers' Federation.	G.O. No. 2245, Revenue, dated 22nd August 1954.
42. The Radiological Assistant's Association.	G.O. Ms. No. 525, Public (Services), dated 19th February 1958.
43. The Tamil Nadu Livestock Inspectors' Association.	G.O. Ms. No. 1259, Public (Services), dated 23rd April 1958 and Memo No. 51984/78-2, dated 26th July 1978.
44. Tamil Nadu Agricultural Engineers Association.	G.O. Ms. No. 3244, Public (Services), dated 20th November 1958 and Memo. No. 7460/68-1, dated 16th August 1968.
45. Tamil Nadu Forest Service Association, Madras.	G.O. Ms. No. 247, Public (Services), dated 31st January 1959.
46. The Tamil Nadu Panchayat Officers' Association.	G.O. Ms. No. 280, Public (Services), dated 4th February 1959.
47. The Tamil Nadu Field Demonstration Officers Association.	G.O. Ms. No. 2766, Public (Services), dated 26th October 1959 and Letter No. 5445|85-1, dated 11th September 1985.

Serial number and name of the Association.	*Recognised in Government Order.*
(1)	(2)
48. The Tamil Nadu Agricultural Service Association, Madras.	G.O. Ms. No. 2810, Public (Services), dated 2nd November 1959.
49. The Tamil Nadu Magisterial Service Association, Madras.	G.O. Ms. No. 432, Public (Services), dated 18th March 1960.
50. The Tamil Nadu Government Nurses' Association.	G.O. Ms. No. 716, Public (Services), dated 19th April 1961.
51. Tamil Nadu Labour Sub-ordinate Officers' Association.	G.O. Ms. No. 2037, Public (Services), dated 18th December 1961.
52. The Tamil Nadu Rural Welfare Officers' Association.	G.O. Ms. No. 584, Public (Services), dated 21st March 1962.
53. The Tamil Nadu Highways and Rural Works Divisional Accountants' Association.	G.O. Ms. No. 827, Public (Services), dated 26th March 1962.
54. The Commercial Taxes Services Association.	G.O. Ms. No. 2090, Public (Services), dated 22nd October 1962.
55. The Tamil Nadu Forests Staff Association.	G.O. Ms. No. 1261, Public (Services), dated 7th August 1963.
56. Tamil Nadu Compost Development Inspectors' Association.	G.O. Ms. No. 1275, Public (Services), dated 9th August 1963.
57. The Tamil Nadu Commercial Taxes Officers' Association.	G.O. Ms. No. 1276, Public (Services), dated 9th August 1963.
58. The Tamil Nadu Soil Conservation Sub-Assistants' Association.	G.O. Ms. No. 433, Public (Services), dated 10th March 1964.
59. The Transport Department Gazetted Officers' Association	G.O. Ms. No. 1302, Public (Services), dated 22nd July 1964.
60. The Association of the Assistant State Prosecutors.	G.O. Ms. No. 1521, Public (Services-A), dated 5th August 1965.
61. The Tamil Nadu Assistant Draughtsman Association.	G.O. Ms. No. 1247, Public (Services-A), dated 14th June 1966.
62. The Tamil Nadu Social Welfare Workers Association.	G.O. Ms. No. 2036, Public (Services-A), dated 24th September 1966.
63. The Tamil Nadu Revenue Officials Association.	G.O. Ms. No. 2141, Public (Services-A), dated 6th October 1966.
64. The Tamil Nadu Fisheries Executive Sub-ordinates Association.	G.O. Ms. No. 2263, Public (Services-A), dated 26th October 1966.
65. The Tamil Nadu Fisheries Officers Association.	G.O. Ms. No. 2398, Public (Services), dated 16th November 1966 and Letter No. 35059-75-1, dated Public Services (K), dated 7th August 1975.

Serial number and name of the Association.	*Recognised in Government Order.*
(1)	(2)
66. The Tamil Nadu Judicial Ministerial Officers' Association.	G.O. Ms. No. 1549, Public (Services), dated 6th July 1967.
67. The Tamil Nadu Health Visitors Association.	G.O. Ms. No. 249, Public (Services), dated 8th February 1968.
68. The Tamil Nadu Highways and Rural Works Engineering Association.	G.O. Ms. No. 423, Public (Services), dated 27th February 1968.
69. The Tamil Nadu Co-operative Officers' Association of Tamil Nadu Co-operative Service.	G.O. Ms. No. 855, Public (Services), dated 15th April 1968.
70. The Tamil Nadu Government Pharmacists' Association.	G.O. Ms. No. 967, Public (Services), dated 26th April 1968.
71. The Tamil Nadu Industrial Co-operative Subordinate Officers' Association.	G.O. Ms. No. 1506, Public (Services), dated 14th August 1969.
72. The Tamil Nadu Assistant Surgeons' Association.	G.O. Ms. No. 1870, Public (Services-I), dated 5th October 1969 and U.O. No. 1112/69-1, dated 9th December 1969.
73. The Tamil Nadu Agricultural Drilling Branch Subordinate Association.	G.O. Ms. No. 1869, Public (Service-I), dated 5th October 1969.
74. The Tamil Nadu Hindu Religious and Charitable Endowments Department Administrative Officials Association.	G.O. Ms. No. 3175, Public (Services), dated 29th December 1969.
75. The Tamil Nadu Legislature Secretariat Reporters' Association.	G.O. Ms. No. 37, Public (Services), dated 5th January 1970.
76. The Association of Tamil Nadu Town Planners.	G.O. Ms. No. 138, Public (Services), dated 23rd January 1970.
77. The Tamil Nadu Medical Laboratory Technicians' Association.	G.O. Ms. No. 1091, Public (Services), dated 14th May 1970.
78. Tamil Nadu Transport Department Staff Association.	G.O. Ms. No. 2189, Public (Services), dated 24th September 1970.
79. The Public Health Entomologists Association.	G.O. Ms. No. 2233, Public (Services), dated 30th September 1970.
80. Tamil Nadu Treasury and Accounts Officers Association.	G.O. Ms. No. 2385, Public (Services), dated 20th October 1970.
81. Tamil Nadu Local Fund Audit Officers Association.	G.O. Ms. No. 2448, Public (Services), dated 24th October 1970.
82. Tamil Nadu Educational Subordinate Service Association.	G.O. Ms. No. 1026, Public (Services), dated 2nd April 1971.
83. Tamil Nadu Soil Conservation Field Assistants' Association.	G.O. Ms. No. 1373, Public (Services), dated 21st April 1971.
84. Indian Forest Service Association.	G.O. Ms. No. 1554, Public (Services), dated 5th May 1971.

Serial number and name of the Association.	*Recognised in Government Order.*
(1)	(2)
85. Tamil Nadu Motor Vehicle Inspectors Association, Trichy.	G.O. Ms. No. 3255, Public (Services), dated 27th October 1971.
86. Tamil Nadu Government Department Drivers' Association.	G.O. Ms. No. 655, Public (Services), dated 11th March 1972.
87. Tamil Nadu Craftsman Training Gazeteted Officers Association.	G.O. Ms. No. 3361, Public (Services), dated 28th December 1971.
88. Tamil Nadu Government Last Grade Village Servants Union.	G.O. Ms. No. 2935, Public (Services), dated 13th November 1973.
89. Tamil Nadu Mukhya Sevikas and Grama Sevikas Association.	G.O. Ms. No. 319, Public (Services), dated 31st January 1974.
90. Tamil Nadu Statistical Officers Association.	G.O. Ms. No. 1614, Public (Services), dated 7th May 1974.
91. Tamil Nadu Industries Department, Technical Officers' Association.	G.O. Ms. No. 4157, Public (Services), dated 31st December 1971.
92. Tamil Nadu Judicial Officers Association	G.O. Ms. No. 778, P. & A.R. (Per. K), dated 4th July 1978.
93. Tamil Nadu Arasu Aluvalar Kazhagam (C. & D. Group).	G.O. Ms. No. 99, P. & A.R. (Per. K), dated 3rd February 1979.
94. Tamil Nadu Basic Health Workers' Association.	G.O. Ms. No. 1329, P&A.R. (Per. K), dated 12th December 1979.
95. Tamil Nadu Government Collegiate Teachers Association.	G.O. Ms. No. 341, P. & A.R. (Per. K), dated 22nd March 1980.
96. The Tamil Nadu Secretariat Section Officers Association.	G.O. Ms. No. 138, P. & A.R. (Per. K), dated 8th May 1981.
97. The Tamil Nadu Public Works Department, Employees (Formerly Work Charges Establishment) Association.	G.O. Ms. No. 855, P. & A.R. (Per. K), dated 14th August 1985.
98. The Tamil Nadu Survey Officers' Union.	G.O. Ms. No. 896, P. & A.R. (Per. K), 26th August 1981.
99. The Tamil Nadu Deputy and Assistant Commercial Tax Officers Association.	G.O. Ms. No. 947, P. & A.R. (Per. K), dated 10th September 1981.
100. Tamil Nadu Police Department Ministerial Staff Association.	G.O. Ms. No. 307, P. & A.R. (Per. K), dated 3rd April 1982.
101. Tamil Nadu Arasu Field Assistant (Central) Association (Survey and Land Records).	G.O. Ms. No. 839, P. & A.R. (Per. K), dated 25th August 1982.
102. Tamil Nadu Government Polytechnic Teachers' Association.	G.O. Ms. No. 1145, P. & A.R. (Per. K), dated 3rd December 1983.
103. Tamil Nadu Industrial Training Officials' Association.	G.O. Ms. No. 437, P. & A.R. (Per. K), dated 2nd May 1984.
104. Tamil Nadu Secretariat Typists and Steno-typists Association.	G.O. Ms. No. 140, P. & A.R. (Per. K), dated 3rd March 1988.

APPENDIX XXV.

(Paragraph 484, Chapter XX.)

(Check-slips prescribed in Government letter No. 119291/Per. S/86-1, P. and A.R. (Per S.), dated 3rd September 1986.)

ANNEXURE-I.

CHECK SLIP FOR PREPARATION OF PANEL IN PARTICULAR CATEGORY FOR ADVANCEMENT TO SELECTION GRADE/SPECIAL GRADE WITH REFERENCE TO GUIDELINES ISSUED IN G.O. Ms. No. 68, PERSONNEL AND ADMINISTRATIVE REFORMS (PER. M.), DATED 23RD JANUARY 1986.

Details of the panel prepared :

1. Service .. ..
2. Category .. ..
3. Year of panel .. ..
4. Total number of persons who will be completing 10/20 years of service in the category during the 1st January to the 31st December of the succeeding year (w.r. to seniority/establishment lists).
5. Total number of persons considered in the panel.
6. Number of persons not considered and reason thereof.
7. Number of persons whose names have been included, subject to acquiring the necessary qualification before actual advancement in the subsequent year.
8. Number of persons whose claims have not been considered for following reasons.:—

    1. *Punishments imposed.*—

        (i) Major punishments .. .. ..

        (ii) Minor punishmentss .. .. ..

    2. *Pending enquiry/disciplinary proceedings.* —

        (i) Enquiry by Vigilance and Anti-corruption.

        or

        (ii) Pending disposal of enquiry by di sciplinary authority or Commissioner for Disciplinary proceedings.

    (3) Due to shortfall in completing 10/20 years qualifying service.

    (4) Due to non-satisfactory service with reference to Personel files/Record sheets

9. Date of approval of the panel .. ..
10. Approved by .. ..
11. Whether copies of approved panels have been communicated to all concerned including those whose names have not been included, within a month from the date of approval.
12. Whether the approved panel communicated contains the following informations: —

    (i) the next higher authority to whom appeal against non-inclusion shall be made.

    (ii) the time limit for appeal (i.e.), within two months from the date of receipt of the communication.

13 Whether the claims of the persons not included in the previous year panel have been considered in this panel and if so, the result of such consideration.

ANNEXURE II.

INDIVIDUAL CHECK SLIP FOR PREPARING PANEL FOR ADVANCEMENT TO SELECTION GRADE/SPECIAL GRADE WITH REFERENCE TO GUIDELINES ISSUED IN G.O. MS. No. 88, PERSONNEL AND ADMINISTRATIVE REFORMS (PER. M.) DEPARTMENT, DATED 23RD JANUARY 1986.

1. Name of the Service .. ..
2. Category .. ..
3. Year of panel .. ..
4. Name of the individual .. .. ..
5. Designation .. ..
6. Basic Pay drawn and scale of pay .. ..
7. Date of regularisation in the category (ordinary grade post).
8. Duty period in the ordinary grade .. .. Y. M. D.
   - (i) Total service in ordinary grade (regular service only).
   - (ii) Service rendered in higher equal grade posts carrying higher identical scale of pay, which has been included while calculating qualifying service.—
     - (*a*) Gross qualifying service .. .. (i) + (ii)

Periods to be excluded while calculating qualifying service.— Y. M. D.

- (i) Extraordinary leave without allowances without Medical Certificate.
- (ii) Period of reversion, if any, to a lower grade.
- (iii) Period of service on other duty to posts carrying lesser scale of pay than the ordinary grade.
  - (*b*) Total period to be excluded .. ..
  - (*c*) Net qualifying service— (*a*) — (*b*)
  - (*d*) The tentative date on which the individual will be moving to selection/special grade.

9. Details of punishments, if any, awarded to the individual.

   Major : Nature of punishments imposed. Reference number and date.e

   Minor : Nature of punishments imposed. Reference number and date

10. Details of Disciplinary action pending.—
    - (i) Enquiry by D.V.A.C. .. .. ..
    - (ii) Pending disposal by C.D.P.
    - (iii) Pending disposal by Disciplinary Authority.
11. Any adverse remarks noticed in the Personal Files/Record Sheets of the individual and if so, give the details of adverse remarks.
12. Recommendations of the Head of Office/ Superior Officer.

    Orders of the Heads of Department/Appointing Authority.

APPENDIX XXVII.

(*Vide* paragraph 489, Chapter XX.)

Tamil Nadu Pension Rules, 1978.

FORM 5.

Particulars to be obtained by the Head of Office from the retiring Government servant *one* year before the date of his retirement.

PART I.

1 Name .. ..

2 (*a*) Date of birth .. ..

(*b*) Date of retirement .. ..

(*c*) Designation at the time of retirement ..

*3 Two specimen signatures duly attested (to be furnished in a separate sheet).

‡4 Three copies of the passport size photograph with wife or husband (to be attested by the head office).

@5 Two slips showing the particulars of heights and personal identification marks duly attested.

6 Present Address .. ..

**7 Address after retirement .. .. ..

8 Name of the Treasury .. ..

‡‡9 Details of the family in Form 3 .. ..

10 Class of Pension .. .. } To be filled up in Accountant-General Office later.

11 Amount of pension authorised .. .. }

12 Whether pension is proposed to be commuted.

@@13 If so, fraction of pension to be commuted

Place : Signature :

Date : Designation

* Two slips each bearing the left hand thumb and finger impressions duly attested by the Head of office may be furnished by a person who is not literate enough to sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impression. Impression should be duly attested, by the competent authority.

‡ Two copies of passport size photos of self only need be furnished.—

(i) If the Government servant s governed by rule 49 of the Tamil Nadu Pension Rules, 1978 and is unmarr ed or a widower/widow.

(ii) If the Government servant is governed by rule 50 of the Tamil Nadu Pension Rules, 1978.

(iii) Where it is not possible for a Government servant to submit a photo with his wife or husband he or she may submit separate photographs. The photos shall be attested by the Head of Office.

? Specify a few conspicuous marks, not less than two, if possible.

** Any subsequent change of address should be notified to the Head of Office and Audit Officer.

‡‡ Applicable only where rule 49 of the Tamil Nadu Pension Rules, 1978 applied to the Government servant.

@@ The applicant should indicate the fraction of the amount of monthly pension (subject to a maximum of one-third thereof) which he desires to commute and note the amount in rupees.

PART II.

Forwarded to the Accountant-General, Tamil Nadu, with the remarks that.—

(i) The particulars furnished by the applicant in Part I have been verified and are correct ;

(ii) the applicant is eligible to get a fract on of his pension commuted without medical examination ;

(iii) the commuted value of pension determined with reference to the Table applicable at present comes to Rs........................

(iv) the amount of residuary pension after commutation will be Rs..................

2. It is requested that further action to authorise the payment of the amount of commuted value of pension may be taken as in rule 15 of the Tamil Nadu (Commutation of Pension Rules).

3. The commuted value of pension is debitable to Head of Account.

Place : Signature.

Date : Head of Office.

A slip containing the 3 specimen signatures of —

1.

2.

3.

ATTESTED.—

A slip containing passport s ze photograph of Thiru

A slip containing the details of family members of Thiru

Serial number.	Name of the family members	Relationship	Age	Married or unmarried.
(1)	(2)	(3)	(4)	(5)

APPENDIX XXVIII

(*vide* Paragraph 486, Chapter XX.)

FORM 17

(*See* rules 72(5), 74(4) and 76(3).)

FORM OF APPLICATION FOR THE GRANT OF NON-CONTRIBUTORY FAMILY PENSION ON THE DEATH OF A GOVERNMENT SERVANT/PENSIONER

1. Name of the applicant.

2. (*i*) Name of the guardian in case the applicant is a minor.

   (*ii*) Relationship of the guardian with the applicant.

3. Name of the deceased Government Servant/Pensioner.

4. Relationship of the applicant with the deceased Government Servant/Pensioner.

5. Date of death of the Government Servant/Pensioner.

6. Office/Department in which the deceased served last.

7. (*i*) Date of birth of the applicant.

   (*ii*) Date of birth of the guardian in case the applicant is a minor.

8. Full address of the applicant/guardian.

9. Name of the Treasury or Sub-Treasury at which payment is desired.

10. Enclosures—

(*i*) Two specimen signatures of the applicant, duly attested (to be furnished on two separate sheets).

(*ii*) Two copies of a passport size photograph of the applicant, duly attested.

!(*iii*) Two slips each bearing left hand thumb and finger impressions of the applicant, duly attested.

(*iv*) Descriptive roll of the applicant duly attested indicating (*a*) height and (b) personal marks, if any, on the hand, face, etc. (To be furnished in duplicate).

(*v*) If the applicant belongs to a category mentioned at (b) of item 11, he/she should produce reasonable proof of his/her dependence on the deceased Government Servant/Pensioner for support.

(*vi*) If the applicant is a minor brother of the deceased Government Servant/Pensioner certificate of age (in original with two attested copies) showing the date of birth should be furnished (The original will be returned to the applicant after necessary verification).

(*vii*) Affidavit (please *see* paragraph 2 of Form 16).

11. Names and age of surviving kindred of the deceased Government Servant/Pensioner—

Name.	Date of birth by Christian era.
(1)	(2)
(*a*) Widows/husband	
Sons	
Unmarried daughters	
Widowed daughters.	
(b) Father	
Mother	
Brother below the age of eighteen years.	
Unmarried sisters.	
Widowed sisters.	

12. Signature or thumb-impression* of the applicant

13. Attested by—

Name.	*Full address.*	*Signature.*
(*i*)		
(*ii*)		

14. Witness—

(*i*)

(*ii*)

NOTE.—1. Attestation should be done by two Gazetted Government Servants or by two more persons of responsiblity in the town or village in which the applicant resides.

2. If the applicant is a minor, the enclosures against items 10(*i*), 10(*iv*) are to be furnished by the guardian.

*To be furnished in case the applicant is not literate enough to sign his name.

APPENDIX XXVIII

(*Vide* Paragraph 486, Chapter XX.)

FORM—3

Name of the Government Servant..

Designation ....

Date of birth..

Date of appointment ....

Details of the members of my family*As on ....

Serial number.	*Name of the Members of Family.*	*Date of birth.*	*Relationship with the Officer.*	*Initials of the Head of Office.*	*Remarks.*
(1)	(2)	(3)	(4)	(5)	(6)

I hereby undertake to keep the above particulars upto date by notifiyfing to the Audit Officer/ Head of Office any addition or alteration.

Place:

Signature of the Government Servant.

Dated the

*Family for this purpose means :—

(*a*) Wife, in the case of a male Government Servant.

(*b*) Husband, in the case of a female Government Servant.

(*c*) Sons below twenty-one years of age and unmarried daughters below twenty-four years of age, including such son or daughter adopted legally before retirement ; and

(*d*) Parents, in the case of unmarried Government Servants.

Note.—Wife and husband shall include respectively judically separated wife and husband.

APPENDIX XXIX

(*Vide* Paragraph 486, Chapter XX.)

FORM A

NOMINATION FOR DEATH-*cum*-RETIREMENT GRATUITY.

When the Officer has a family and wished to nominate one member thereof :

I hereby nominate the person mentioned below, who is a member of my family and confer on him the right to receive any gratuity that may be sanctioned by Government in the event of my death while in Service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death.

1. Name and address of nominee .. ...
2. Relationship with Officer .. ..
3. Age .. ..
4. Contingencies on the happening of which the nomination shall become invalid.
5. Name, address and relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass, in the event of the nominee predecesing the Officer or the nominee dying after the death of the Officer but before receiving payment of the gratuity.
6. Amount of share of gratuity payable to each

This nomination supersedes the nomination made by me earlier on which stands cancelled.

Dated this day of 198

WITNESS TO SIGNATURE :

1.

2.

Signature of Officer.

NOTE.—This column should be filled in so as to cover the whole amount of gratuity.

(To be filled in by the Head of Office in the case of a Non-Gazetted Officer).

Nomination by :

Designation :

Signature of Head of Office :

Date :

Designation :

Office :

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—	484	562	537	—	576
—	485	563	538	598	622
534	486	564	539	599	623
—	486	565	540	600	624
—	488	566	541	601	625
—	489	567	542	602	626
—	490	568	543	603	627
—	491	569	544	604	628
—	492	570	545	605	629
—	493	571	546	606	630
535	501	572	547	607	631
536	511	573	548	608	632
537	512	574	549	609	633
538	513	575	550	610	634
		576	551	611	635
		577	552	612	636

PRINTED AND PUBLISHED BY THE DIRECTOR OF STATIONERY AND PRINTING, MADRAS,
ON BEHALF OF THE GOVERNMENT OF TAMIL NADU